

# Western Australian School Canteen Association Inc.



*Supporting healthy choices*

## ***Employment Opportunity Project Officer***

### **Background**

The Western Australian School Canteen Association Inc. (WASCA) is an independent non-profit health promotion charity. WASCA provides information, advice, resources and training to assist schools, sport clubs, recreation centres, community groups, health services/facilities and workplaces to establish and maintain healthy, profitable food services. WASCA works in partnership with government and other non-government organisations.

### **Position: Project Officer**

Temporary contract, from July 2020 to January 2021 0.4FTE (minimum) - 0.6FTE (maximum) (15-22.5 hours per week); likely increased hours and/or contract extension, pending future funding opportunities.

WASCA is seeking a dynamic health professional to join our organisation. The successful applicant will work with our team to deliver nutrition support services to stakeholders engaged in our community projects. For example, community venues such as recreation and aquatic centres, sports clubs, entertainment venues and community events.

Position would suit a graduate or early career professional who can work independently and is required to exercise independent judgment on routine matters. They will have support and direction from senior members of the team when performing novel, complex, or critical tasks. Individuals who are proactive, resourceful and passionate about nutrition and developing healthy food environments should apply.

### **Inclusions**

An inclusive environment and all office equipment will be provided at the WASCA office located in the Department of Education, 151 Royal Street, East Perth, Western Australia. An attractive remuneration package will be offered for this role, including the option to salary package.

### **Applications**

Applications should include:

- Cover letter
- Curriculum vitae
- Response to the essential and desirable criteria.

For more information about the position and to submit your application please contact WASCA Chief Executive Officer, Megan Sauzier on 08 9264 4999 or [megan.sauzier@education.wa.edu.au](mailto:megan.sauzier@education.wa.edu.au)

**Applications close midday Monday 27 July 2020.**

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## Role and responsibilities

WASCA works in partnership with Healthway to support Healthway sponsored organisations to implement strategies to make changes around healthy food and drink policies and practices, behaviours and environments to improve health. Settings include community venues and community events. Example duties include, but are not limited to:

- Provide an advisory service
  - Liaise with Healthway sponsored organisations e.g. local government representative's and event organisers
  - Liaise with food vendors and other food service providers in community venues and at community events
  - Conduct site visits and menu and recipe assessments, as required
- Provide support to the Project Manager and Project Coordinator
  - Provide regular updates to Healthway
  - Complete data entry to accurately track progress and engagement with stakeholders
  - Contribute to project evaluation and reporting
  - Contribute to the development of project resources
  - Develop, maintain and expand partnerships with relevant non-government and government agencies to increase the reach of the project
  - Seek opportunities to complete submissions to newsletters or publications to promote project activities
  - Attend and contribute to regular project and whole of organisation meetings/events.

## Selection criteria

### Essential criteria:

1. Tertiary qualification (or higher) in nutrition or dietetics
2. Understanding of the planning, implementation and evaluation of health promotion programs
3. Demonstrated experience using Microsoft Office suite, particularly Excel for data collection and analysis
4. Demonstrated understanding of the traffic light system used to categorise food and drinks
5. Demonstrated high level written and oral communication skills; effective phone and email correspondence is essential to the role
6. Demonstrated time management skills
7. Demonstrated understanding of the importance of building and maintaining effective partnerships, and working collaboratively with other organisations
8. Willingness to commit to [WASCA's Health Policy](#)
9. Working with Children Check
10. Current driver's license
11. Police clearance
12. Ability to work evenings and weekends (as required e.g. four per year)

### Desirable criteria:

13. Experience in marketing and communication activities, including developing social media content
14. Experience developing resources, in particular experience using design software such as Canva and InDesign.