



Employment Opportunity Senior Project Coordinator

- Pivotal senior role coordinating a project with a leading public health organisation
- Opportunity to make a difference
- Rewarding, inclusive and family friendly work environment
- Temporary full time contract, from 4 January to 31 December 2021.

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 and events, 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: Senior Project Coordinator

WASCA is seeking an experienced Public Health Nutritionist (or similar qualification) to join the team. Reporting directly to the Chief Executive Officer, the Senior Project Coordinator is a key member of the Senior Management Team and is responsible for:

- the effective and successful implementation of the Healthy Food and Drink project with schools
- contributing to WASCA's core business operations in line with WASCA's strategic targets, organisational purpose, legislative and funding requirements
- supervising and supporting other staff
- building and sustaining relationships internally and externally.

Individuals who are proactive, resourceful and passionate about nutrition and developing healthy food environments should apply.

Temporary contract, from 4 January up to 31 December 2021; 1 FTE (37.5 hours per week). Possible extension, pending funding and staff returning from parental leave.

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.

Selection criteria

Essential criteria:

1. Minimum 5 years demonstrated experience in the planning, implementation and evaluation of health promotion policy and programs
2. Tertiary qualification (or higher) in nutrition or dietetics; health promotion may be considered with extensive work experience in the food and nutrition field i.e. using FoodWorks; applying nutrient criteria
3. Demonstrated high level written and oral communication skills; including experience in writing reports for management and funding bodies
4. High level evaluation data collection and analysis skills
5. High level interpersonal skills to positively build effective working relationships, drive engagement, motivate staff and influence change
6. Demonstrated understanding of the traffic light system used to categorise food and drinks
7. Demonstrated ability to oversee multiple activities and experience providing supervision and support to other staff
8. Demonstrated ability in building and maintaining effective partnerships, and working collaboratively with other organisations, including ability to manage and work effectively with national, state and local stakeholders
9. Commitment to [WASCA's Health Policy](#)
10. Working with Children Check
11. Current driver's licence and police clearance

Desirable criteria:

12. Experience in the not for profit sector
13. Qualifications (e.g. Certificate IV in training and assessment) and experience in developing and delivering training to adults
14. Experience in marketing and communication activities, including social media
15. Experience developing resources, in particular experience using design software such as Canva and InDesign.

Due to the nature of the role, there may be a requirement travel to regional locations in Western Australia, 1-4 times per year.

If you are looking for a new and exciting challenge and want to be part of a dynamic organisation, we want to hear from you.

Applications

Your application must include:

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

Applications close 4.00pm Monday 16 November 2020. Send applications to megan.sauzier@education.wa.edu.au

For more information about the position, please contact WASCA CEO, Megan Sauzier on 08 9264 4999 or megan.sauzier@education.wa.edu.au