



Job Description

Job Title:	Project and Evaluation Assistant
Position Type:	Paid/Part time
Reports to:	Project Coordinator
Based at:	School Food Matters, The Bridge, 7b Parkshot, London TW9 2RD
Working Hours:	4 days per week. 9am-5pm. Flexible hours. Must work on a Monday (some flexibility required to attend breakfast clubs and after school clubs)
Salary:	£25,000 equating to £20,000 for 0.8 FTE
Pension:	School Food Matters matches pension contributions at 5% of pensionable earnings
Holiday:	25 days including bank holidays that fall on working days. Holidays must be taken during the school holidays
Contract:	Permanent

Background to School Food Matters

School Food Matters (SFM) exists to teach children about food and to improve children's access to healthy, sustainable food during their time at school. We provide fully funded food education programmes to schools. Our experience delivering these programmes informs and strengthens our campaigns, bringing the voices of children, parents and teachers to government policy.

Childhood Obesity Programme

We are currently delivering the [Healthy Zones](#) programme in Southwark and Lambeth, aimed to tackle health inequalities. Healthy Zones offers schools support to develop and implement food policies and/or to introduce healthier food to after school and breakfast clubs. We are now running a one-year pilot programme in three schools in Tower Hamlets and three schools in Westminster.

Evaluating our food education programmes

We collect both qualitative and quantitative data from each and every programme in order to ensure that we are on track, making an impact and delivering our mission.

Job Purpose

- To support with the organisation and delivery of the Healthy Zones pilot programme
 - To support with the data collection and database entry for the Healthy Zones programme and SFM's food education programmes
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Key Tasks include:

- Provide support to the Project Coordinator to deliver school food policy, healthy after school club and breakfast club modules (run simple food preparation engagement sessions (training provided), lead listening exercises with pupils, build relationships with club staff)
- Support with recruiting schools to the Healthy Zones pilot programme
- Maintain excellent relationships with schools – teachers, teaching assistants, cooks and senior leaders in schools to improve the food they offer their students
- Support existing relationships with programme partners
- Maintain administrative systems for the Healthy Zones pilot programme
- Collecting data and maintaining accurate records relating to the Healthy Zones programme. This includes collecting baseline calorie and nutrition data for our external evaluators

- Work closely with our Monitoring, Evaluation and Learning Manager to provide practical support to both the Healthy Zones and food education teams. This includes: inputting evaluation data into our Airtable database, preparing and organising evaluation resources, and helping the team with data quality
- Gather content for our website and social media platforms
- Keep Project Coordinator and Monitoring, Evaluation and Learning Manager fully updated on progress
- Contribute to the smooth-running of SFM at this time of growth
- Maintaining the ethos of the charity and positively promoting our work at all times
- The Project and Evaluation Assistant will also undertake any other tasks relevant to the affairs of SFM that may arise from time to time. Therefore, being flexible and approaching the job with an open and positive mindset is essential!

Person Specification

Essential

- Excellent administrative and organisational skills with great attention to detail
- Excellent IT skills including excel, word and email
- Ability to work in a team, and seek help when needed
- Comfortable engaging with variety of audiences (students, school staff and parents), incl. writing and responding to email, conducting telephone, virtual and face to face meetings, and running workshops
- Self-motivated and optimistic with a can-do attitude

Desirable

- Experience of working for a charity or not for profit organisation
- Experience of working in education
- An interest in food education and children's health
- Experience of collecting data for research purposes
- Experience of working with Airtable / any database

Applying for this job

Once you have thoroughly read this job description and had a careful look at our website, please complete the application form [here](#). The electronic form cannot be saved so we suggest you use the word document [here](#) as a template.

Applications must be submitted by midnight on **Tuesday 17 May 2022**. Interviews will be held at our offices at The Bridge, 7b Parkshot, London TW9 2RD on **Thursday 26 May 2022**.

Please note:

School Food Matters is committed to safeguarding and promoting the welfare children and young people and expects all employees to share this commitment. If you are offered employment, you may be subject to a Disclosure and Barring Service record check by the Disclosure and Barring Service.

School Food Matters is committed to recruiting staff on merit. We will endeavour to make new opportunities available to a wide variety of eligible candidates to promote diversity and equality of opportunity.

School Food Matters is only able to employ people who are entitled to work in the UK and cannot assist with work permit or immigration issues. We are unable to help find accommodation in London.

April 2022