



Job Description

Job Title:	Project Officer
Position Type:	Paid
Reports to:	Programme Manager
Based at:	School Food Matters, The Bridge, 7b Parkshot, London TW9 2RD
Working Hours:	4/5 days a week, 9am-5pm (some flexibility required to attend breakfast and after school clubs)
Salary:	£28,515 FTE equating to £22,812 for 0.8 FTE
Pension:	School Food Matters matches pension contributions at 5% of pensionable earnings
Holiday:	25/31 days including bank holidays that fall on working days. Holidays must be taken during the school holidays
Contract:	Maternity Cover

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

Funded by Impact on Urban Health, a part of Guy's and St Thomas' Charity, this five-year programme will work with 80 primary and secondary schools in Lambeth and Southwark. Building on our earlier Healthy Zones programme, we have developed a variety of activities to improve the food on offer throughout the school day. We will consider the needs of each school and offer support accordingly. This will include support to develop and implement food policies and/or to introduce healthier food to after school and breakfast clubs.

Job Purpose

- To promote, develop and deliver the Healthy Zones programme across schools in Southwark and Lambeth
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Key Tasks include:

- Build relationships with teachers, teaching assistants, cooks and senior leaders in primary and secondary schools in Lambeth and Southwark to improve the food they offer their students
- Develop and deliver healthy after school club and breakfast club modules (convene working groups in schools, teacher training, run simple food preparation engagement sessions (training provided), lead listening exercises with primary/secondary students)
- Develop food policy improvements in schools in our six key areas by building relationships with staff (incl. convene working groups and workshops) and parents, as well as engaging students to become ambassadors
- Contribute to the development of resources to share with schools and on our website
- Collect data and maintaining accurate records relating to the programme
- Work closely with our Evaluation Manager to complete all monitoring and evaluation
- Gather content for our website and social media platforms

- Keep Programme 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
- Represent the charity through comms and campaigning for children's health
- The Project Officer 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
- Experience of building relationships with partner organisations and individuals
- 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
- Ability to work in a team, and seek help when needed
- 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

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 19 July 2022. Interviews will be held at our offices at The Bridge, 7b Parkshot, London TW9 2RD on Thursday 28 July 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. We want to attract talented people from all backgrounds. This helps us to create a more complete workplace to better reflect the diverse communities we serve.

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.