



Job Description

Job Title:	Project & Evaluation Assistant
Position Type:	Paid
Reports to:	Partnerships & Programmes Officer/Monitoring, Evaluation & Learning Manager (MELM)
Based at:	School Food Matters, The Bridge, 7b Parkshot, London TW9 2RD
Working Hours:	5 days a week, 9am-5pm (flexible)
Salary:	£27,000
Pension:	School Food Matters matches pension contributions at 5% of pensionable earnings
Holiday:	31 days including bank holidays that fall on working days Holidays must be taken during the school holidays, with August dates to be mutually agreed
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.

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 the team with the organisation and delivery of all food education programmes
- To support with data collection and database entry for all food education programmes
- To provide administrative support to the charity

Key tasks include:

- Providing project support to the Partnerships and Programmes Officer and Development Manager in both the office and on-site to deliver SFM's food education programmes, including gathering quotes and photos on projects
- Creating new and maintaining existing relationships with schools
- Delivering some assemblies and workshops to schools
- Supporting existing relationships with programme partners and funders
- Assisting with grant-giving processes
- Supporting the food education team with the preparation of grant monitoring reports
- Regularly updating the food education team on project progress
- Collecting data and maintaining accurate records relating to our food education projects. This includes ensuring completion of session logs, preparing and organising data collection and helping the team with data quality
- Briefing volunteers and regional officers on our standard data collection processes
- Updating data collection tools and systems as required with the support of the MELM
- Providing administrative assistance to SFM team including adding contacts to our Airtable database
- Staying up to date with safeguarding requirements and reporting procedures
- Maintaining the ethos of the charity and positively promoting our work at all times
- The Project & 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

- Strong administrative, organisational, and motivational skills with great attention to detail
- Ability to work to tight deadlines and prioritise workload
- Experience of building relationships with partner organisations and individuals
- Comfortable engaging with a variety of audiences (students, school staff and programme partners) including writing and responding to emails, conducting telephone, virtual and face to face meetings, running workshops and delivering assemblies
- The ability to be flexible and support with session delivery outside the office as required, sometimes with short notice
- Clear and engaging communication skills, particularly oral
- Excellent IT skills including excel, word and email
- 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
- Experience of working with Airtable or another database
- Experience of writing reports

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 **Sunday 24 September 2023**. Interviews will be held at our offices at The Bridge, 7b Parkshot, London TW9 2RD on **Thursday 5 October 2023**.

Please note:

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

School Food Matters is a London Living Wage employer and is committed to creating an inclusive work environment, where our team members are supported in expressing themselves and delivering their best work. So, however you identify and whatever background you bring with you, please apply if the role is one that would make you excited to come into work every day.

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.

August 2023