



Job Description

Job Title:	Policy & Comms Assistant
Position Type:	Permanent/Part Time
Reports to:	Senior Policy and Campaigns Officer/Press and Comms Officer
Based at:	School Food Matters, The Bridge, 7b Parkshot, London TW9 2RD
Working Hours:	3 days a week, 9am-5pm (flexible)
Salary:	£27,400 FTE equating to £16,440 for 0.6 FTE
Pension:	School Food Matters matches pension contributions at 5% of pensionable earnings
Holiday:	19 days including bank holidays that fall on working days. School Food Matters is closed between Christmas and New Year

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.

Job Purpose

- To support the policy and communications work of School Food Matters
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Key Tasks

- Support the Senior Policy and Campaigns Officer with research and communications for various campaigns
- Work with SFM colleagues and networks to coordinate campaign activity
- Attend meetings to support policy discussions and campaign planning
- Provide meeting services, including organising agendas, venues and minutes
- Support the Press and Communications Officer with maintaining SFM's online presence on both our website and social media
- Ensure website is up-to-date by liaising with project teams for new content
- Track the impact of SFM's communications, including in the press and on social media
- Assist with maintaining our database of press contacts
- Attend programme sessions to capture photos, videos and quotes
- Organise and maintain our library of photos and videos
- Contribute to briefings, web content, articles and blogs
- Staying up to date with safeguarding requirements and reporting procedures
- Maintain the ethos of the charity and positively promote our work at all times
- The Policy and Communications 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

- Exceptional oral and written communication skills in fluent spoken and written English, for a range of audiences
- A strong attention to detail and the ability to translate complex data and policies into accessible language and engaging stories and communication materials
- Strong administrative and organisational skills, including the ability to work to tight deadlines and prioritise workload
- Confident and competent IT skills across Office suite of programmes
- Ability to work in a team, and seek help when needed
- Ability to work independently with a can-do attitude
- Good time management and the ability to work under pressure and to meet deadlines
- Energy, enthusiasm, creativity and tenacity

Desirable

- Experience of getting media coverage and established contacts with media outlets/journalists/bloggers
- Experience of research and analysis, ideally in a policy environment
- Experience of working for a charity or not for profit organisation
- Experience of working in education
- Knowledge of issues and policy around school food, children's health and education
- An interest in food education and children's health
- Digital campaigning and social networking skills
- Campaigning experience
- Experience of working with Drupal CMS

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 19 November 2023**. Interviews will be held at our offices at The Bridge, 7b Parkshot, London TW9 2RD on **Tuesday 28 November 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 about coming 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.