



Job Description

Job Title:	Policy Officer
Position Type:	Paid/Part time
Reports to:	Chief Executive
Based at:	School Food Matters, The Bridge, 7b Parkshot, London, TW9 2RE
Working Hours:	3 days per week flexible within operating year of 47 weeks September-July
Salary:	£32,521 FTE equating to £17,636 for 0.6 FTE for 47 weeks
Contract:	Permanent

Background to School Food Matters

School Food Matters (SFM) is on a mission to ensure that every child enjoys fresh sustainable food at school and understands where their food comes from. To achieve this we campaign to improve school meals and devise, develop and deliver food education programmes for schools. Since 2007 our food education programmes have reached over 30,000 children across London and beyond.

Job Purpose

- To provide research and policy support to the School Food Matters team
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Key Tasks include

- Write briefings, web content, articles, blogs and newsletter content as required
 - Attend meetings and conferences to influence and inform policy discussions
 - Support the Chief Executive with research and analysis for various campaigns
 - Undertake investigation, writing and other dissemination activities to support the work of SFM
 - Represent SFM at relevant policy consultations and events, and deliver other presentations as required
 - Draft responses to government consultations
 - Provide timely media response to policy developments, under the direction of the Chief Executive
 - Ensure that colleagues are fully briefed on policy activities, priorities and messages
 - Maintaining the ethos of the charity and positively promoting our work at all times
 - The Policy 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!
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Person Specification

Essential

- Experience of research and analysis, ideally in a policy environment
- Strong knowledge of policy issues relevant to food and health
- Experience of coordinating policy/research based projects
- Experience of writing for a range of audiences, including ideally for print and publication
- Confident and competent IT skills across Office suite of programmes

Desirable

- Strong knowledge of the public health, food and education policy landscape
 - Campaigning experience
 - Experience of working with Drupal CMS
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Applying for this job

Once you have thoroughly read this Job Description and had a careful look at our website, please send your **CV and a short covering letter** (one side of A4) telling us:

- how you heard about this job
- why you want to work for us
- what makes you suitable for this role

Applications must be submitted electronically to sarah@schoolfoodmatters.org by 5pm on **Friday 14 June**. Interviews will be held at our offices at The Bridge, 7b Parkshot, London TW9 2RE on **Friday 5 July**.

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 will 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.

May 2019