



Job Description

Job Title:	Project Assistant (Kickstart)
Position Type:	Paid
Reports to:	Development Manager
Based at:	School Food Matters, The Bridge, 7b Parkshot, London TW9 2RD
Working Hours:	25 hours per week
Salary:	National minimum wage, NI contributions and 5% pension contributions of pensionable pay; travel expenses paid for journeys from Twickenham to Lambeth/Southwark
Contract:	Temporary, 6 months
Holidays	10 days including bank holidays that fall on working days
Criteria:	Must be aged 16-24 years and on Universal Credit; applications must be made through a Job Centre

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. We work closely with schools to improve food culture and environment so that children are given the best possible chance to live happy and healthy lives.

Childhood Obesity Programme

Funded by Guy's and St Thomas' Charity (GSTC), 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 support the Healthy Zones team in data collection and evaluation across schools in Southwark and Lambeth. This is a critical part of this programme, as we aim to build a roadmap for tackling child obesity in schools across the country

Key Tasks include:

- Gather data in breakfast clubs and after school clubs in schools across Lambeth and Southwark
- Collate, clean and maintain data (in the form of photographs, portion size records, pupil numbers, year groups etc)
- Support Project Officers to 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
- Support Project Officers to deliver healthy after school club, breakfast club and policy modules
- Collecting photos and quotes from staff and children
- Work closely with our Monitoring, Evaluation and Learning Manager, and our external evaluators to complete monitoring and data gathering

- Manage calibration and maintenance of weighing scales
- 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 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

- Good administrative and organisational skills with great attention to detail
- 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
- 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 contact your local JobCentre to apply by **midnight on Sunday 16 May**. **Please note that as this is a Kickstart position the applicant must be**

- aged 16-24 years
- on Universal Credit

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 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.

January 2021