Job Description

Job Title: Office Manager  
Position Type: Paid/Part time  
Reports to: Chief Executive  
Based at: School Food Matters, The Bridge, 7b Parkshot, London, TW9 2RD  
Working Hours: 3 days per week, 9am-5pm  
Salary: £33,859 FTE equating to £20,315.40 for 0.6 FTE plus School Food Matters matches pension contributions at 5% of pensionable earnings  
Holiday: 19 days including bank holidays that fall on working days  
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. 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.

Job Purpose
- To ensure the smooth-running of School Food Matters at a time of growth
- With the support of our HR consultants, provide recruitment support
- With the support of our IT consultant, manage the charity’s IT systems
- With the Finance Manager, ensure that the charity is compliant with all relevant legislation and regulations

Key Tasks include
- Administer SFM recruitment processes including DBS checking
- Ensure all HR administration is complete, up to date and compliant with regulations and SFM’s policies
- Recruit and manage volunteers across projects and non-project work, supported by SFM senior management
- With support, develop and implement a new HR system, including holiday planner
- Manage the charity’s workplan; coordinate scheduling of projects, campaigns and staff
- Work with the Finance Manager to ensure all policies are up to date and new policies are written as required
- Regularly review and ensure compliance with data protection policies including GDPR
- Regularly review and update SFM’s risk register
- Ensure the smooth running of the office, overseeing the set up and maintenance of office systems
- Purchase and update IT equipment and project-specific items as required
- Review IT systems to ensure they are fit for purpose
- Implement and regularly review cyber security procedures of the charity
- Assist with administration and coordination of any events held by SFM
- Liaise with staff to ensure that our charity database is fully up to date
- The Office Manager 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
• Experience of office administration including HR and IT
• Experience of setting up new office systems and processes to improve effectiveness
• Excellent oral and written communication skills
• Effective interpersonal skills; can demonstrate emotional intelligence and empathy with others
• Excellent organisational skills including attention to detail, critical thinking, multi-tasking, prioritising and problem solving
• Confident and competent IT skills across the Office suite of programmes
• Positive personal attitude and a good team player
• Ability to work independently to agreed deadlines

Desirable
• A good understanding of policies and best practice relating to running a small office
• A good understanding of recruitment and how to practically apply those skills
• An interest and enthusiasm for the charity’s mission
• Ability to add value to SFM’s culture and ethos
• Experience of working in a small charity environment

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 (maximum 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 midnight on Tuesday 17 March. Interviews will be held at our offices at The Bridge, 7b Parkshot, London TW9 2RD on the afternoons of Monday 23 and Tuesday 24 March 2020.

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.

March 2020