



Job Description

Job Title:	Policy Officer
Position Type:	Paid/Part time
Reports to:	Press and Communications Manager
Based at:	School Food Matters, The Bridge, 7b Parkshot, London, TW9 2RD
Working Hours:	3 days per week flexible
Salary:	£33,171 FTE equating to £19,902.60 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
Contract:	Permanent

About 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.

We are enjoying a period of rapid growth and want to share our stories with a wider audience. Our new strategy describes five priorities for 2020-2025; the first is to grow our profile to improve our charity's ability to influence government policy.

Job Purpose

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

- 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 Press and Communications Manager
 - 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

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 jane@schoolfoodmatters.org by 5pm on **Sunday 17 January 2021**. Interviews will be held at our offices at The Bridge, 7b Parkshot, London TW9 2RD on Tuesday 26 January 2021.

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.

December 2020