

Role Description: Project Officer

Good Food Oxfordshire

Organisation	Good Food Oxfordshire (GFO)
Job title	Project Officer
Responsible to	CEO
Location	Oxford, Oxfordshire (Hybrid). In-office on Wednesdays (team day); otherwise flexible.
Contract	Permanent
Hours	0.8 FTE (4 days per week). Flexible working arrangements welcome.
Salary	£32,00 pro rata to 0.8 FTE. Option for Full-time.

About Good Food Oxfordshire

Good Food Oxfordshire (GFO) is a not-for-profit organisation working to build a sustainable and healthy food system across Oxfordshire. We bring together a diverse network of individuals, community groups, and organisations to drive positive change in how food is produced, distributed, and consumed. Our mission is to ensure that everyone in Oxfordshire has access to good food that benefits both people and the planet.

Purpose of the Role

The Project Officer is a varied, hands-on role that sits across three areas of GFO's work, supporting on project delivery and organisational/network development alongside operational support for OxFarmToFork, GFO's regenerative B2B food marketplace.

This is a role for someone who is equally comfortable attending a community food event, maintaining a producer-buyer marketplace, and tracking strategic opportunities for a small non-profit. It offers genuine breadth and direct involvement in some of the most interesting work in the Oxfordshire food scene.

Key Responsibilities

1. Project Support (approx. 1.5 days/week)

Working closely with the Project and Comms Leads, the Project Officer will support the delivery of GFO's local projects and public-facing campaigns. Responsibilities include:

- Supporting the planning and delivery of GFO projects and initiatives, including campaigns such as the Great Big Green Lunch and the WISH initiative with Cherwell Collective.
- Coordinating activity across projects: tracking progress, following up on actions, and helping to keep workstreams on schedule.
- Assisting with event logistics, both in preparation and on the day.
- Contributing to project reporting, including collating updates for funders and partners.

2. Organisational Development (approx. 1.5 days/week)

The Project Officer will steward GFO's member network and support the CEO on strategic development. Responsibilities include:

- Managing and developing GFO's member network: maintaining relationships with network members and ensuring GFO remains well-connected and responsive to community needs.
- Attending network events and member visits across Oxfordshire.
- Working with the CEO on opportunity horizon scanning: identifying potential funding prospects, partnerships, and strategic developments, and maintaining a structured tracker of these.
- Supporting internal organisational tasks as required, including preparing materials for meetings and communications.

3. OxFarmToFork Operations (approx. 1 day/week)

OxFarmToFork is GFO's local food project and the UK's first B2B regenerative online marketplace, connecting agroecological producers with buyers in Oxford University colleges and other local institutions. The Project Officer will provide weekly operational support to keep the marketplace running smoothly. Responsibilities include:

- Key manager of Tream Marketplace digital platform: coordinating with producers and buyers, dealing with queries from all stakeholders and signposting to other team members where appropriate
- Managing WhatsApp groups for stakeholders and email to confirm orders, resolve queries
- Maintaining accurate records of transactions, updating internal financial tracking spreadsheets.
- Managing queries from potential new stakeholders. Onboarding new producers and buyers onto the platform.
- Supporting operational improvements and working alongside Comms Lead to provide admin support for OxFarmToFork events as needed.

Person Specification

Essential

- Experience of project coordination or support, in any sector.
- Strong organisational skills, with the ability to manage a varied workload across different workstreams and meet deadlines.
- Confidence engaging with a wide variety of stakeholders, from community food groups to institutional procurement contacts.
- Methodical approach to admin and data: comfortable with spreadsheets, invoicing processes, and maintaining accurate records.
- Good written and verbal communication skills, with the ability to share updates clearly and on time.
- Proactive, self-directed working style: able to identify what needs doing and act on it without waiting to be asked.
- Collaborative and reliable team member.

Desirable

- Experience in a non-profit, community development, or food-related setting.
- Familiarity with online marketplace or logistics platforms.
- Interest in sustainable food systems, local food economies, or community development.
- Experience supporting a membership or stakeholder network.

We particularly welcome applications from candidates with a range of lived experiences. If you don't meet every criterion but believe the role is a strong match for your skills, we'd still like to hear from you.

Terms and Conditions

Salary	£32,000 pro rata to 0.8 FTE, with option for Full-time if preferred. Annual salary reviews. GFO is an Oxfordshire Living Wage employer.
Pension	8% total contribution (5% employer, 3% employee).
Holiday	25 days plus 8 bank holidays, pro-rata.
Working hours	Core hours 9am–3pm. Flexible arrangements encouraged.
Location	Hybrid. Office base at Makespace, Oxford. Wednesday in-office required.
Training	Training and development budget provided. Quarterly reviews.
Travel & tech	Budget provided to support work needs.
Other benefits	Cycle to work scheme; free tickets to key sector events including Oxford Real Farming Conference; access to Makespace facilities and Share Oxford Library of Things.

GFO has Acas-aligned parental, menopausal, and DEI policies, and is committed to providing reasonable adjustments and accommodations for individuals with disabilities.