



Job Description

Job Title:	Hertfordshire Project Assistant
Salary:	£27,980 (London Fringe weighting)
Position Type:	Full time/Fixed term (until December 2028)
Reports to:	Scaling Manager
Based at:	Remote, with travel to schools in Hertfordshire
Working Hours:	5 days a week, 9am-5pm (flexible)
Pension:	School Food Matters matches pension contributions at 7% of pensionable earnings
Holiday:	31 days including bank holidays that fall on working days. Holidays must be taken during the school holidays

This role requires occasional work outside of core hours (for example, if visiting a school breakfast club). It also requires travel to schools across Hertfordshire, so access to a car would be desirable. Training for delivery of the programme will be provided online and in person, and you will be expected to travel outside of Hertfordshire for some of these sessions.

Background to School Food Matters

At School Food Matters we believe that school food can unlock a happier, healthier, more sustainable future for every child. We want a school food system that delivers for all children, so they can enjoy nutritious, delicious and sustainable school food and leave school with an informed and positive relationship with food. To achieve this, we campaign for a better school food system, bringing the voices of children, parents, and teachers to government policy, and deliver fully funded food education programmes in schools across the country.

Background to Nourish

Our Nourish programme supports schools to create a food environment that puts children and young people's nutrition first. The evidence-based, multi-component programme helps schools to develop action plans and policies to cover the food served across the whole school day. Nourish uses a collaborative whole school approach to food involving everyone across the school community to create lasting positive change.

Job purpose

- To support two Project Officers with the delivery of Nourish in 30 schools in Hertfordshire (primary, secondary and SEND settings) over 2 years

Key tasks include

- Recruit schools to take part in Nourish
- Shadow and support project team to deliver in person food audits in schools
- Build relationships and work closely with teachers, teaching assistants, cooks, kitchen teams and senior leaders in schools in Hertfordshire to improve the food they offer their students
- Provide practical support to the project team with setting up workshops including paperwork and food shopping
- Provide admin support to the project team
- Tailor Nourish resources for Hertfordshire schools where required
- Collect data and maintain accurate records relating to the project
- Gather content for our comms team, website and social media platforms
- Keep project team fully updated on progress
- Keep up to date with safeguarding requirements and reporting procedures
- Maintaining the ethos of the charity and positively promoting our work at all times
- You will also be expected to 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

- Excellent administrative and organisational skills with great attention to detail
- Excellent IT skills including excel, word and email
- Ability to work in a team, and seek help when needed
- Comfortable engaging with variety of audiences (students, school staff and parents), incl. writing and responding to email, conducting telephone, virtual and face to face meetings, and running workshops
- Self-motivated and optimistic with a can-do attitude

Desirable

- Experience of working for a charity or not for profit organisation
- Experience of working in schools
- An interest in food education and children's health
- Access to a car

Applying for this job

Once you have thoroughly read this job description and had a careful look at our website including [our charter](#), please complete the application form [here](#). The electronic form can be saved but you may also find it helpful to use the word document [here](#) as a template.

We are looking for someone to start ASAP. We will review and interview suitable candidates immediately and continue to do so until the position is filled. **Early applications are strongly encouraged.** Interviews will be held online.

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 will be subject to a Disclosure and Barring Service record check.

School Food Matters is a London Living Wage employer and is committed to creating an inclusive work environment, where our team members are supported in expressing themselves and delivering their best work. So, however you identify and whatever background you bring with you, please apply if the role is one that would make you excited about coming into work every day.

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.