



## Job Description

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<b>Job Title:</b>	Project Coordinator
<b>Position Type:</b>	Paid
<b>Reports to:</b>	Programme Manager
<b>Based at:</b>	School Food Matters, The Bridge, 7b Parkshot, London TW9 2RD
<b>Working Hours:</b>	Five days a week, 9am-5pm
<b>Salary:</b>	£35,700
<b>Pension:</b>	School Food Matters matches pension contributions at 5% of pensionable earnings
<b>Holiday:</b>	31 days including bank holidays that fall on working days Holidays must be taken during the school holidays
<b>Contract:</b>	Temporary – Jan 25 to Aug 26

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### Background to 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.

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### Job Purpose

- To manage an exciting, new programme in Southwark implementing a whole school approach (WSA) to food
  - To promote, develop and deliver the programme across nurseries, primaries, secondaries and SEN schools in Southwark
  - To ensure that the programme is delivered on time and on budget
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### Key Tasks include:

- Onboard and line-manage a Project Officer and volunteers to support delivery, providing training as required
  - Conduct desk research to group schools and nurseries using a RAG rating, based on level of support required to achieve a WSA to food
  - Create a detailed project plan for delivery
  - Support with the development of resources and training packages for schools
  - Work with an early years' consultant to tailor resources and training to nursery settings
  - Recruit schools to take part in the programme
  - Build relationships with teachers, teaching assistants, cooks and senior leaders in schools to improve the food they offer their students
  - Support schools to complete school food action plans and policies
  - Deliver role-specific training to key staff in schools (training provided if necessary)
  - Deliver in-person engagement sessions and online workshops to support schools to achieve their action plans
  - Work closely with Southwark Council's School Food Team to support their aims through the [Southwark School Meals Transformation Programme](#)
  - Maintain an excellent relationship with Southwark Council, and support with written and verbal reports
  - Manage the budget for the programme in collaboration with SFM's Finance & HR Manager
  - Collect data and maintain accurate records on Airtable relating to the programme
  - Work closely with our Impact & Strategy Manager and Evaluation Officer to complete all monitoring and evaluation
  - Gather content for our website and social media platforms
  - Keep line manager updated on progress
  - Keep up to date with safeguarding requirements and reporting procedures
  - Contribute to the smooth-running of SFM at this time of growth
  - Maintain the ethos of the charity and positively promote our work at all times
  - The Project Coordinator 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

- Excellent administrative, organisational and motivational skills
- Experience of planning, managing, and delivering a programme within budget
- Excellent attention to detail, and the ability to work to tight deadlines and prioritise workload
- Experience of building relationships with partner organisations and individuals
- Clear and engaging communication skills, both written and oral
- Ability to work in a team, and seek help when needed
- Excellent IT skills including excel, word and email
- An interest in food education and children's health

### Desirable

- Experience of working for a charity or not for profit organisation
- Experience of working in education
- Experience of managing a team

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### 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.

Applications must be submitted by midnight on **Sunday 10 November 2024**. Interviews will be held at our offices at The Bridge, 7b Parkshot, London TW9 2RD on **Wednesday 27 November 2024**.

### 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. We are unable to help find accommodation in London.

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October 2024