



Job Description

Job Title:	Project Coordinator- Young Marketeers
Position Type:	Paid/Part time
Reports to:	Development Manager
Based at:	School Food Matters, The Bridge, 7b Parkshot, London TW9 2RD
Working Hours:	16 hours per week which can be worked flexibly
Salary:	£35,700 FTE
Pension:	School Food Matters matches pension contributions at 5% of pensionable earnings
Holiday:	12.5 days including bank holidays that fall on working days Holidays must be taken during the school holidays
Contract:	Permanent

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.

About Young Marketeers

Young Marketeers is our flagship food education programme which gives primary school children an opportunity to learn about food production, grow their own veg, and set up a stall at their local community market. The programme began in 2013 at London's Borough Market. Now, thanks to the support of The National Lottery's Community Fund, we are taking the programme to cities across England.

Job Purpose

- To manage our Young Marketeers programme across England
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Key Tasks include:

Staff management and training

- Provide support and training to a team of freelance Project Officers/Gardeners across the country
- Organise induction of new staff, including development of resources and training packages

Partner relationships

- Conduct desk research on schools and partners in new cities for recruitment
- Maintain good relationships with freelance team, schools and local partners, and visit regions
- Maintain an excellent relationship with funders, and support with written and verbal reports

Budgeting, monitoring and evaluation

- Manage the budget for the programme in collaboration with SFM's Finance & HR Manager
- Ensure that the freelance team collects data and that accurate records are maintained on Airtable
- Work closely with our Impact & Strategy Manager and Evaluation Officer to complete all monitoring and evaluation processes
- Keep line manager updated on progress

Communications and general

- Gather content for our website and social media platforms
- Contribute to the smooth-running of SFM at this time of growth
- Keep up to date with safeguarding requirements and reporting procedures
- 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!

Person specification

Essential

- Excellent administrative and organisational 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
- Experience of working in education
- An interest in food education and children's health
- Willing to travel within England

Desirable

- Experience of working for a charity or not for profit organisation
- Experience of managing a team
- Interest in gardening and food growing

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 3 November 2024**. Interviews will be held at our offices at The Bridge, 7b Parkshot, London TW9 2RD on **Tuesday 19 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.

October 2024