



Job Description

Job Title:	Project Officer
Position Type:	Paid/Full time
Reports to:	Programme Manager
Based at:	School Food Matters, The Bridge, 7b Parkshot, London TW9 2RD
Working Hours:	5 days a week, 9am-5pm (some flexibility required to attend breakfast and after school clubs)
Salary:	£31,138 FTE
Holiday:	31 days including bank holidays that fall on working days. Holidays must be taken during school holidays
Pension:	School Food Matters matches pension contributions at 5% of pensionable earnings
Contract:	Temporary – 18 months

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.

Healthy Zones programme

Healthy Zones supports primary, secondary and special schools to create a food environment that puts young people's health centre stage. We are working with schools to develop food policies and to improve the food served in their breakfast and after school clubs. The programme uses a whole school approach through hands-on engagement with students, staff, kitchen teams, governors and parents.

Job Purpose

- To promote, develop and deliver the Healthy Zones programme across schools in Southwark and Lambeth
 - Support with the expansion of the Healthy Zones programme across other regions in England
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Key Tasks include:

- Recruit schools to take part in Healthy Zones
 - Complete food audits in schools looking across the whole school day (training provided)
 - Develop and deliver healthy after school club and breakfast club modules (convene working groups in schools, run simple food preparation engagement sessions (training provided), empower student voice, build relationships with the after-school club staff)
 - Develop food policy improvements in schools in our six key areas by building relationships with staff, and engaging students, parents and governors
 - Build relationships and work closely / maintain relationships with teachers, teaching assistants, cooks and senior leaders in primary and secondary schools in Lambeth and Southwark to improve the food they offer their students
 - Build and support relationships with contacts in partner organisations/LAs, and deliver training where necessary
 - Collecting data and maintaining accurate records relating to the programme in Airtable
 - Work closely with our Evaluation Manager to complete all monitoring and evaluation
 - Gather content for our website and social media platforms
 - Keep Programme Manager fully updated on progress
 - Keeping up to date with safeguarding requirements and reporting procedures
 - Contribute to the smooth-running of SFM at this time of growth
 - Maintaining the ethos of the charity and positively promoting our work at all times
 - The Project 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

- Excellent administrative and organisational skills with great attention to detail
- Excellent IT skills including excel, word and email
- Experience of building relationships with partner organisations and individuals
- 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
- Ability to work in a team, and seek help when needed
- 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 education
- An interest in food education and children's health

Applying for this job

Once you have thoroughly read this job description and had a careful look at our website, 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 12 May 2024**. Interviews will be held at our offices at The Bridge, 7b Parkshot, London TW9 2RD on **Tuesday 21 May 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.

April 2024