



Job Description

Job Title:	Project Officer (Nourish Secondaries)
Salary:	£31,500 FTE
Position Type:	Paid/Full time
Contract:	Fixed term for two years (until September 2028)
Reports to:	Head of Nourish
Based at:	School Food Matters, Blackfriars Settlement, 9 Rushworth Street, London. SE1 0RB with travel to schools across London
Working Hours:	5 days a week, 9am-5pm (some flexibility required to attend breakfast clubs)
Holiday:	31 days including bank holidays that fall on working days. Holidays must be taken during school holidays
Pension:	School Food Matters pays pension contributions at 7% of pensionable earnings

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 promote, develop and deliver the Nourish programme in secondary schools across London

Key Tasks include:

- Recruit schools to take part in Nourish
- Complete in person food audits in schools looking across the whole school day
- Support schools to create and deliver a food improvement plan (action plan)
- Develop and deliver workshops in schools to staff, parents and students based on their action plan (incl. assemblies, consultation/feedback sessions, cooking sessions, school food standards training)
- Support schools to write a school food policy using our policy template
- Build relationships and work closely with teachers, teaching assistants, cooks, kitchen teams and senior leaders in schools to improve the food they offer their students
- Work with local authorities involved with Nourish to pursue shared school food goals
- Support Head of Nourish with written and verbal reports for LA and funders
- Share the project's learnings with the Nourish team and wider SFM team
- Work with other Nourish Project Officers to plan, design, and develop resources and training packages for schools
- Collect data and maintain accurate records relating to the programme in Airtable
- Work closely with our evaluation team to complete all monitoring and evaluation
- Gather content for our comms team (website and social media platforms)
- Keep the Line Manager fully 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
- 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

- Registered nutritionist or advanced understanding of nutritional guidelines and health promotion
- Good interpersonal skills, with experience of building relationships
- Confident engaging with a variety of audiences (students, headteachers, school staff and parents), including communications via email, virtual and face to face meetings with the ability to deliver workshops & presentations
- Excellent administrative and organisational skills with great attention to detail
- Excellent IT skills including excel, word and email
- Self-motivated and optimistic with a can-do attitude
- Ability to work in a team and seek help when needed

Desirable

- Experience of working for a charity or not for profit organisation
- Experience of engaging and working with secondary schools
- Knowledge 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 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 Wednesday 9 September 2026 with interviews held in our offices w/c 21 September 2026.

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.

July 2026