Job Description

Job Title:	Secondary School Food Development Manager
Position Type:	Paid
Reports to:	Impact and Strategy Manager
Based at:	Blackfriars Settlement, 9 Rushworth Street, London, SE1 0RB
Working Hours:	5 days a week, 9am-5pm (flexible)
Pension:	School Food Matters pays contributions at 7% of pensionable earnings
Holiday:	31 days including bank holidays that fall on working days
Contract:	Fixed term, 18 months

Background to School Food Matters

School Food Matters is a national charity delivering school food transformation and food education to children and young people across the country. 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.

For nearly 20 years, we've worked alongside schools across England to improve school food and food education. Through our cooking, growing and school food transformation programmes, we've learned what schools need to create lasting change. We use our experience and evidence to shape local and national policy, bringing the voices of children, families and teachers to decision-makers.

Job Purpose

- Lead School Food Matters' work to strengthen support for secondary schools during implementation of the new school food standards, developing and embedding an evidence-based approach to secondary school food improvement.
- Develop, test and disseminate practical support, resources and guidance that help schools move beyond compliance to achieve meaningful improvements in meal uptake, student experience and food culture.

Key Responsibilities

- Review and synthesise learning from School Food Matters' Nourish and food education programmes in secondary schools, including the School Food Project

- Develop and refine School Food Matters' approach to supporting secondary schools across Nourish and food education programmes
- Line-manage the Nourish Secondaries Project Officer, supporting them to deliver the programme in secondary schools in London
- Facilitate learning sessions across School Food Matters' teams and embed learning into programme delivery
- Convene learning sessions, workshops and communities of practice with partners working to improve secondary school food and food culture including Bite Back, Chefs in Schools and Sustain
- Develop and manage the budget and distribution plan of the partner 'learning and activities' fund
- Work with schools, young people, Multi Academy Trusts, local authorities and partners to identify practical implementation challenges and evidence-based solutions
- Develop materials and practical support for secondary schools implementing the school food standards to be distributed to schools via the School Food Project Hub
- Create resources that address common secondary school challenges, including meal uptake, student engagement, menu changes, dining environments and food culture
- Work directly with secondary schools (through existing School Food Matters-funded work) to test and refine approaches and joint resource development
- Develop written and digital case studies from schools and partners showcasing effective practice, including practical solutions
- Share learning through webinars, events, online platforms and sector networks including the School Food Project Hub
- Work closely with our Impact and Strategy Manager to complete all monitoring and evaluation
- Maintain an excellent relationship with the Nutritional Wellbeing Foundation and support with written and verbal reports
- Keep line manager updated on progress
- Contribute to the smooth running of School Food Matters
- Stay up to date with safeguarding requirements and reporting procedures
- Maintain the ethos of the charity and positively promote our work at all times
- The Secondary School Food Development Manager will also undertake any other tasks relevant to the affairs of School Food Matters 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

- Proven experience of managing and delivering complex projects involving multiple organisations and workstreams
- Experience of building and maintaining effective partnerships, coalitions or networks across organisations and sectors

- Strong facilitation and relationship-building skills, with the ability to engage a wide range of sectors including schools, funders, charities, local authorities and young people
- Excellent written communication skills, including producing reports, guidance, case studies or resources for different audiences
- Excellent administrative and organisational skills with great attention to detail and ability to manage deadlines
- Ability to work independently, prioritise workload and take initiative
- Strong interest in our mission to improve children and young people's health through better food and food education in schools
- A positive, collaborative and solution-focused approach

Desirable

- Experience of working directly with schools, particularly secondary schools
- Experience of working for a charity, public or education sectors
- Knowledge of school food, food education, public health, youth engagement or related fields
- Understanding of the secondary school system, academy trusts and/or local authority education settings

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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 cannot be saved so you may find it helpful to use the word document here as a template.

Please complete your education and employment history in this form and attach it to the application.

Applications must be submitted by midnight on Wednesday 2 December 2026 with interviews held in our offices w/c 14 December 2026.