



## Job Description

### Policy and Research Officer

#### Introduction

The Food Foundation is an independent think tank that tackles the growing challenges facing the UK's food system through the interests of the UK public. We provide clear analysis of the problems caused by the food system and the role of policy and practice in addressing these. We develop and articulate food policies that support and guide the UK public to make choices that improve their health and well-being and we inform and generate demand for new and better public and private sector policy and practice.

Specifically we want to see four areas of policy and practice change:

1. Cross government leadership on accessible, healthy and sustainable diets
2. Policy and practice which re-balances the food environment and choice architecture so it supports healthy eating (covering e.g. marketing, planning and licensing and public food provision)
3. Policy and practice which incentivises and regulates the food supply chain so it supports healthy and sustainable diets (e.g. through impacts on price, quality, provenance, perishability, safety, availability etc)
4. Evidence gaps which are a barrier to decision making are addressed

We are independent of all political parties and business, and we are not limited by a single issue or special interest. We work with others who believe there is a problem with the system and want to change it. We receive core funding from two charitable foundations and follow a strict policy concerning funding from private sources (see [here](#)).

We have four outputs in our strategy for the period 2015-2018 which are as follows:

1. To be a centre of innovative, high impact interventions, testing practical responses to policy ideas:
  - Synthesising evidence on problems, and policy and practice solutions, within

- the food system by looking at the system through different lenses:
  - Supporting the initiation and learning from policy and programme initiatives in defined local areas:
  - Supporting inter-country learning on food policy
- 2. Supporting and initiating data driven initiatives to incentivise policy and practice change
- 3. Generating demand for change among our target audience:
  - Regular events for parliamentarians to communicate our evidence and convene discussion on hot topics
  - Convene events with other stakeholders to build understanding and support for an issue and provide a forum for debate across competing interests
  - Directly influencing decision makers. We will not lead public campaigns but will build relationships with decision makers and seek to influence them through evidence and discussion.
  - Using forcing moments to build demand for change
- 4. Building the influence of the Food Foundation:
  - Maximising our media coverage
  - Developing academic partnerships
  - Meeting new donors and securing new funding streams
  - Being a thought leader

### **About the role**

The Policy and Research Officer is part of a small and dynamic team which includes the Executive Director and Communications and Office Manager. S/he will play a key role in helping to shape the organisation moving forward and manage the setting up and delivery of research projects and will use strong networks for influencing policy.

The role will include a series of permanent functions, as well as project specific functions. The projects which the Food Foundation will be delivering over the period 2017-2020 include:

1. Peas Please – a partnership to tackle the supply side barriers to vegetable consumption in the UK which includes collaborative working with businesses and government agencies operating along the supply chain to secure pledges to make it easier for everyone to eat vegetables. The policy and research officer will play a key role in helping to track the delivery of pledges made, drafting the annual tracking report, and building relationships to secure pledges.
2. Sustainable and Healthy Food Systems (SHEFS) – a project in collaboration with the London School of Hygiene and Tropical Medicine, The Centre for Food Policy at City University and other academic institutions to deliver a four year research programme in India and South Africa on policy solutions to support healthy and sustainable food systems. The policy and research officer will have a direct role in field research in both locations to test policy ideas with communities.
3. Inquiry into Child Food Insecurity in the UK. The Food Foundation is currently seeking funding to support a parliamentary inquiry into child food insecurity in the UK which will include a substantial amount of research directly gathering children's experiences of food insecurity and policy proposals. This complements an ongoing workstream which the Food Foundation leads to secure national measurement of food insecurity.

4. Developing a series of policy briefings on the UK's experience in tackling obesity and diet-related disease to inform Indian policy makers through a partnership with the Tata Trusts.

## **Responsibilities**

1. Developing and maintaining a strong network of stakeholders working in food policy
2. Developing strong relationships for influencing civil servants, businesses and parliamentary officers. Writing letters to Ministers and CEOs.
3. Helping to scope new research projects (developing concept notes, terms of reference etc.) and lead on project management.
4. Conducting secondary analysis of existing data sets and literature reviews as needed
5. Conducting key informant interviews and running public engagement events
6. Drafting blogs and copy for the website, as well as supporting digital communications
7. Overseeing and implementing a system to track the outputs, outcomes and impact of the Food Foundation
8. Monitoring funding opportunities and supporting the drafting of funding proposals
9. Reporting on the Foundation's work to donors on a periodic basis
10. Leading and contributing to the development and drafting of Food Foundation publications (reports, policy briefings, infographics)
11. Leading on data management for the Foundation
12. Supporting the Executive Director in working with the Advisory Board and Trustees

## **Personal attributes, skills and experience**

### Essential

- Excellent verbal communications, strong networking skills and existing relationships with actors working in food policy in the UK
- Experience in conducting research on food policy or related areas including desk research, quantitative data analysis, and qualitative research methods. Experience in reviewing the quality of research methods.
- Excellent written communication for a range of audiences (policy makers, parliamentarians, general public)
- Project management skill set
- A strong understanding of public policy processes including the workings of parliament
- Experience in working in advocacy to influence policy
- A genuine passion for the objectives of The Food Foundation.
- Ability to work in a fast-moving environment, with a clear focus on delivery and a strong team player
- 3 years work experience

### Desirable

- Experience of reporting to donors
- In depth knowledge of 1-2 areas of food policy
- Post-graduate qualification in relevant discipline

**Salary: £30,000-£35,000. Permanent, full-time. 5% contribution to pension.**

**Start date:** As soon as possible.

**How to apply**

Please send your CV and a covering letter detailing your suitability for the role with examples of how you meet the criteria above to: [office@foodfoundation.org.uk](mailto:office@foodfoundation.org.uk) by 09:00 on Monday May 22, 2017.

For more information about The Food Foundation, please visit:  
**[www.foodfoundation.org.uk](http://www.foodfoundation.org.uk)**