

OPERATIONS MANAGER

Closing Date: 9am, January 13th 2025



**The Food
Foundation**

foodfoundati

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ABOUT US

We believe everyone in the UK deserves access to an affordable healthy diet. We have various projects to reach different groups to improve children's diets, increase vegetable consumption, influence food policy and inspire change in food and retail businesses & how investment works. We are a small charity that has grown thanks to our success in responding to government announcements, quickly gathering interest and advocating in dynamic ways to create change in the food system.

- Our small enthusiastic and dedicated team makes us agile
- Our search for evidence-based solutions makes us impactful
- Our skill in shaping powerful coalitions and harnessing citizens' voices makes us collaborative.
- Our drive to identify new opportunities for action, and test new levers for change makes us innovative.

LOCATION

Most of our staff work hybrid and some work remotely, but some roles are full time office based. We have an office in the heart of vibrant Brixton. We share our office space with many other small charities, with communal lunches. There are resident dogs and social events for staff in London.





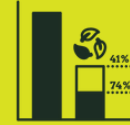
Improving children's diets



Increasing vegetable consumption



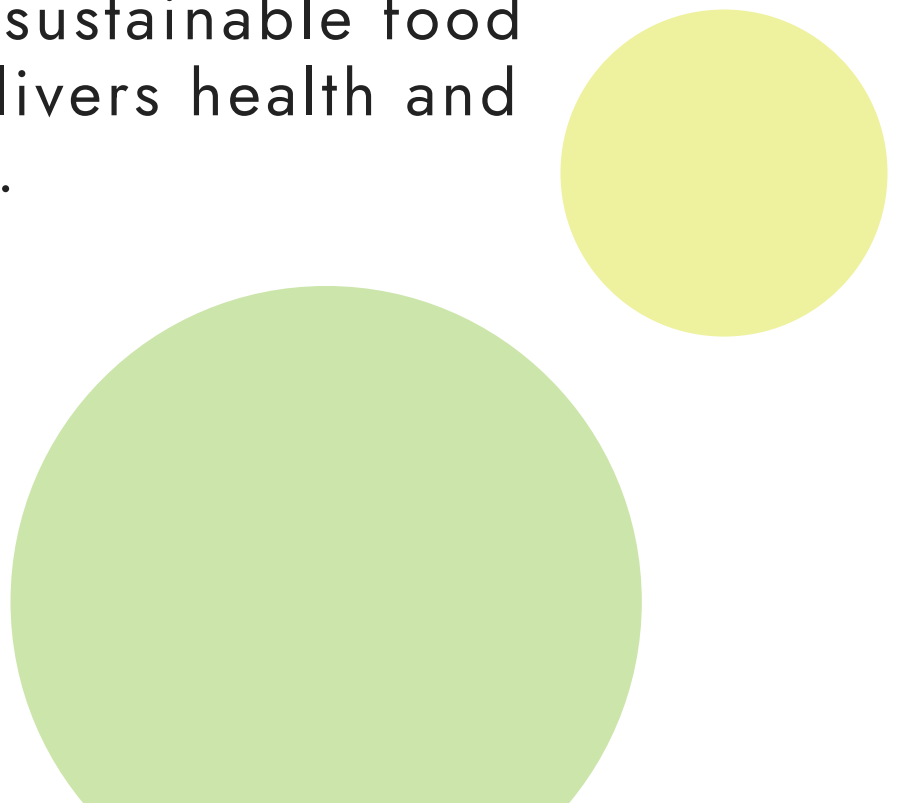
Influencing food policy



Inspiring change in food businesses and investment

OUR VISION

We believe in a sustainable food system which delivers health and wellbeing for all.



WELCOME

I really hope once you've taken a look inside this job pack you will decide you'd like to join us.

We are a talented team of 22 people with a mix of communications skills, deep policy knowledge, broad business networks, campaign experience, nutrition and environmental expertise and most importantly a passion to make it easier for everyone to eat well. We pride ourselves in being nimble and adaptable to the changing context in which we're operating. This year we have a new government which is creating new opportunities for us to get our evidence into the hands of policy makers to tackle some of the problems with the food system.

Back in 2015, The Food Foundation was born and I was the charity's first employee. From small beginnings, we've always had a big ambition: to make it easier for everyone in Britain to eat well, regardless of their circumstances. And we go about this by starting with evidence and then using it to convince policy makers, business leaders and investors to take action.

At the heart of what we do is changing the environments in which we are all making decisions about what to eat, so that those environments make healthy and sustainable choices more affordable, accessible and appealing. Rebalancing the food system so that it is not so dominated by junk food and meat and dairy is challenging because you're fighting against some big commercial incentives, but in our first nine years we've influenced some important commitments by both policy makers and businesses. Progress always feels too slow, but change is definitely happening.

We're also a collaborative bunch. I feel strongly that charities with aligned missions should not compete with one another, and so we try and reflect that approach in our extensive network of partnerships with civil society organisations and academics. If you join us you will quickly develop an extensive network.

If you want to be part of a team making change happen, here and now, then please consider applying. We would love to hear from you.

ANNA TAYLOR

Executive Director



The Food
Foundation



OUR STAKEHOLDERS



OUR BENEFITS

- 25 days holiday per year, plus bank holidays.
- Pension with 5% employer contribution.
- A flexible approach to working hours, patterns and location.
- Access to training and personal development opportunities.
- Cycle to work scheme.



OUR VALUES

- Collaborative
- Creative & innovative
- Trustworthy & credible
- Bold & impactful



OPERATIONS MANAGER

Hours: Part-Time (20-25 hours per week)

Salary: £38,000 pro rata (dependent on experience)

Contract: Permanent (subject to a 3 month probation period)

Working pattern: This is a hybrid role requiring at least 2 days per week in our office in Brixton

How to Apply: On the last page of this job pack

Job Purpose

This crucial and hands on role will be responsible for the smooth running of the organisation.

Working closely with the whole team, you will be exposed to all areas of our work, playing a critical role in our delivery of impact, and supporting staff across the organisation.

You will report to Senior Finance Manager and line manage the Operations Assistant.

A week on the job

Chatting to a team member about managing their work load; designing a competitive process for a new IT supplier; supporting the Operations Assistant to pull together Board papers; helping a new member of staff get settled in the team; consulting other organisations on their approach to Equality Diversity and Inclusion.

Your experience

We are looking for a well organised individual who enjoys interacting with others and supporting them in their roles. You will be approachable, outgoing, responsive to problems as they arise and keen to solve them, and keen to see work completed effectively and efficiently with excellent communications skills. You may have a background or some qualifications in HR.

MAIN RESPONSIBILITIES

- Oversee the smooth running of the office and its core suppliers across IT, HR, office premises etc
 - Take a leadership role in the development of our plans to improve staff wellbeing, and to champion equality, diversity and inclusion; organising staff away days and group training
 - Overseeing recruitment and onboarding, induction and off boarding of staff
 - Review of contracts with new suppliers
 - Liaising directly with team members on contract changes, working hours changes, working from abroad etc
 - Overseeing the development and refinement of organisational policies
 - Work with our legal HR advisers to provide HR support to managers
 - Work with our Board to ensure smooth running of governance processes, supervising the office assistant with preparation of Board papers and minutes
- Effectively manage the office assistant (4dpw) to support the finance and operations team, and executive director.
 - Lead work on health and safety, cyber security and GDPR
 - Provide surge capacity across all areas of the charity's work to support the wider teams when under pressure.

This job description is intended as an outline indicator of general areas of activity only. The Food Foundation is a small charity, and as such, all staff are expected to vary their duties as necessary to meet the needs of the organisation.

PERSON PROFILE

Technical skills

- Significant experience in an operations role (preferably in the charity sector)
- Line management experience
- Experience handling suppliers and securing value for money
- Experience of working on charity governance or supporting a board of trustees
- Experience of approaches to improving diversity, equality and inclusion

Personal skills

- High levels of professionalism, with the ability to use absolute discretion, initiative, and personal judgement for dealing with the sensitive and confidential matters
- Experience of working effectively in a team, taking a positive approach to change and challenges, with the drive to ensure that high-quality service is provided and sharing knowledge appropriately
- Excellent verbal communication skills, with high levels of emotional intelligence
- Ability to build strong relationships with all members of the team.

- Open to giving and receiving challenging viewpoints.
- Resilience and tenacity whilst recognising the need for self-awareness and the impact of actions on others and the organisation.

HOW TO APPLY

Deadline to apply: 9am, January 13th 2025

Please apply as soon as you can. We will interview candidates as appropriate applications are received.

Please apply to office@foodfoundation.org.uk (with 'Operations Manager' as the subject) with a cover letter and up-to-date CV. Please use your cover letter to:

- Explain why you want the role.
- Briefly describe how you meet the skills section of the person's profile.
- Briefly describe your own lived experience, understanding and/or ally-ship on the issues surrounding equality, inclusion and diversity?

The Recruitment Process

Our recruitment process aims to see candidates at their best. That's why we set out the process from the beginning. There will be a small task to complete before the interview. The interviews will be held at the Brixton Office. We will aim to inform shortlisted candidate by end of day on January 13th and first round interviews will take place on January 20th.

The Food Foundation is committed to creating a diverse work environment, as we know a diverse workforce brings with it a diversity of ideas, thinking and different ways of working which enhance what we do. We recognise we have work to do to improve diversity and inclusion within our organisation. We welcome and encourage applicants from underrepresented backgrounds to apply.

The successful candidate will be subject to enhanced DBS check, will have the right to work in the UK and able to offer 2 satisfactory references. We may not be able to respond to all applicants due to the high volume of applications.

MEET OUR TEAM

