



Senior Policy and Advocacy Officer - School Food

JOB PACK



**The Food
Foundation**

About us

We believe everyone in the UK deserves access to an affordable, healthy and sustainable diet. We have various projects to reach different groups to improve children's diets, increasing uptake of plant rich diets, influence food policy and inspire change in food and retail businesses and 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.





Our vision

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



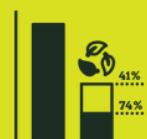
Improving
children's diets



Increasing uptake of
plant rich diets



Influencing food
policy



Inspiring change in
food businesses and
investment

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 24 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





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.

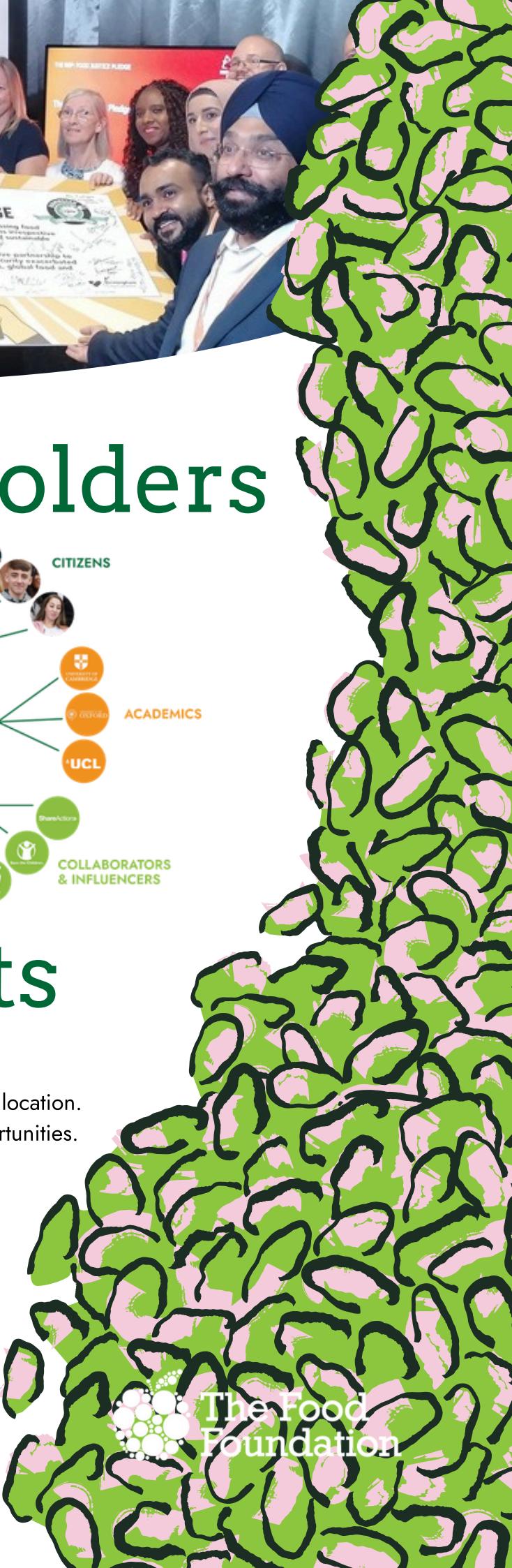
Our values

Collaborative

Creative & innovative

Trustworthy & credible

Bold & impactful



Summary details

Hours: Full time, 37.5 hours per week

Starting Salary: £35,262

Contract: 2 years

Working pattern: This is a London based role (our office is in Brixton, London) and you will be expected to work at least 2 days per week from the office.

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

Job purpose

An exciting new opportunity has opened up in the Food Foundation's national policy and advocacy team, supporting our work on school food.

In this role you'll work on our school food portfolio and manage a variety of activities and outputs related to this. The postholder will contribute to the organisation's own school food work, as well as leading on our role in two school food coalitions – School Food Review and Feeding Futures.

Across these workstreams, you'll get a chance to:

- contribute to the refinement of policy asks and comms messaging,
- undertake desk research on school food to inform policy,
- coordinate activities with different stakeholders from across the school food eco-system,
- support Ambassadors on school-food related advocacy,
- play a key role in hard hitting communications and campaign work.

Your experience:

We are looking for an enthusiastic individual with experience working in a policy role focused on food or related issues (climate, nutrition, health or education). You will have knowledge of the political landscape in the UK and experience working with government departments, academics and NGOs on a range of policy issues.

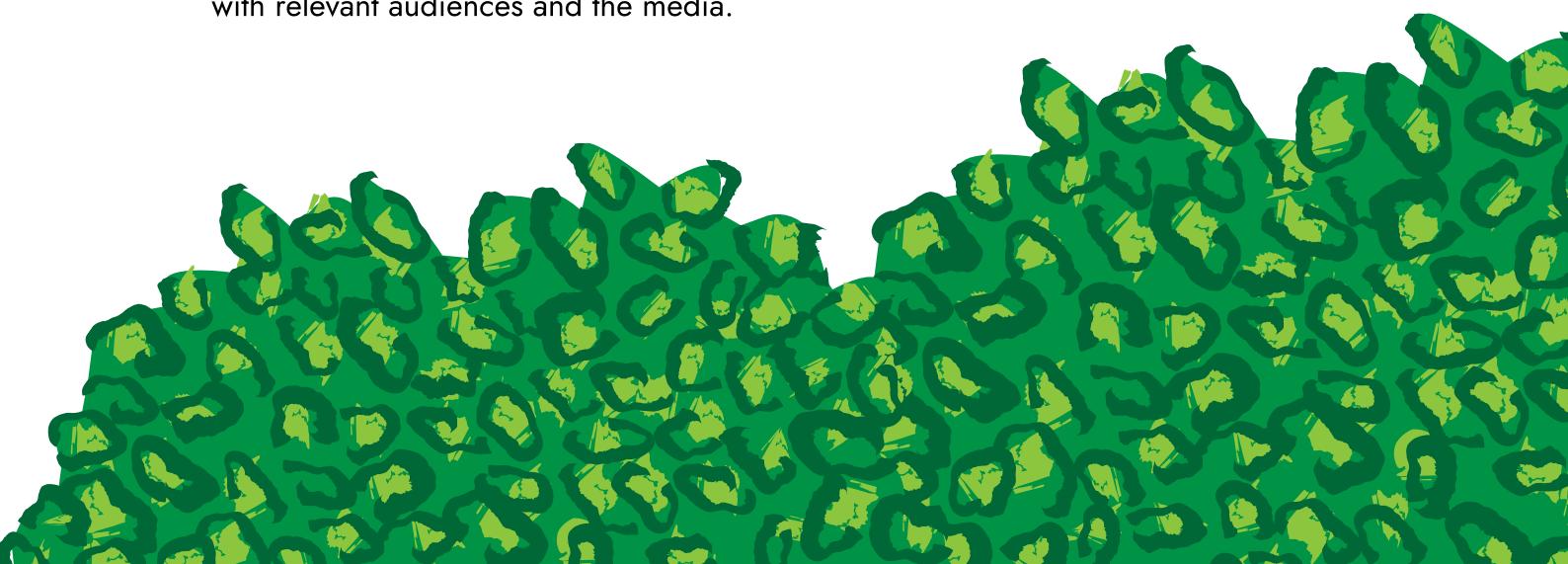
Job description

Management and Strategy

- Support the policy portfolio of campaigns and projects across School Food, including Children's Right to Food, food insecurity, diet and health, Broken Plate and Recipe for Change.
- Work closely with the Policy and Advocacy Manager to develop and implement project plans and deliverables.
- Maintain a careful record of our policy impact according to our agreed metrics within our Monitoring Evaluation and Learning framework.

Policy and research

- Synthesize evidence for and play a significant part in the development of position statements/briefings/reports, working closely with the wider policy team and our designer.
- Support the Public Affairs lead to develop policy products for use in parliamentary engagement.
- Working closely with our Research Lead, identify evidence gaps and policy research questions which are relevant to our policy work to support new positions and generate new ideas for research or evidence collection which help achieve our policy goals.
- Work where needed with external contractors in the delivery of specific pieces of work, setting clear expectations and holding them accountable for delivery.
- Stakeholder engagement
- Develop and maintain a strong civil society network of stakeholders, working to broaden the support base for specific policies.
- Participate in coalitions of organisations who are campaigning together on specific areas of policy change.
- Develop and maintain relationships with junior civil servants in key departments across all policy areas.
- Work with the Citizens Engagement Manager to identify opportunities to bring Adult and Young Food Ambassadors into policy activities and research.
- Represent the Food Foundation and present our work in external events and meetings with relevant audiences and the media.



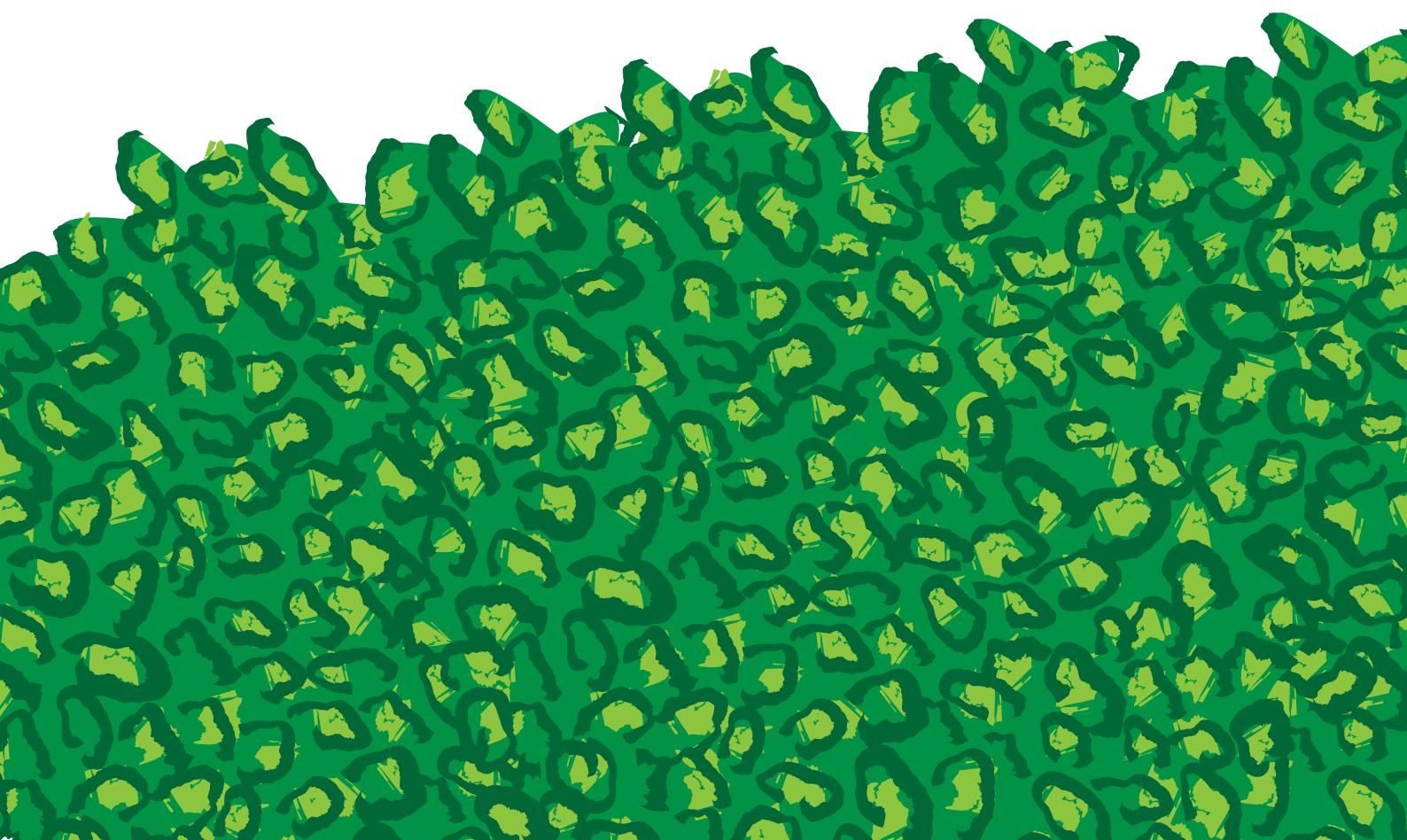
Job description continued

Budgets and fundraising

- Administer grants which support our projects and ensure that funders are kept well informed, receive timely reports and that budgets are kept on track.
- Maintain good relationships with funders according to their requirements and provide input to proposals and funding bids.

Communications and campaigns

- Develop a comprehensive approach to dissemination of our policy outputs so they reach our intended audiences.
- Act as a local/regional media spokesperson, brief journalists, and respond to media queries.
- Contribute policy and evidence expertise to support campaign delivery.
- Contribute policy expertise to press releases, newsletters, web copy, podcasts and blogs.
- Support the maintenance of website pages related to project areas.
- Draft social media posts and newsletters.





Personal profile

Technical skills:

- Knowledge and understanding of the food system, food and nutrition and/or health policy and policy levers for change.
- Strong knowledge of the mechanics of the UK policy-making landscape, including the workings of Westminster and Whitehall.
- Proven experience in synthesising evidence and using evidence to make a case for change.
- Proven experience in writing reports and briefings for different audiences, with the ability to explain complex and highly nuanced subject matter in plain English.
- Excellent analytic skills and close attention to detail.
- Creative skills to present data and evidence in ways which are visually appealing and engaging.
- Experience in engaging with policymakers or other decision-makers at the national level.
- Ability to accurately monitor policy developments, stakeholder views and engagement activity.

Person profile continued

Personal skills:

- Proven experience in budget management, project management and reporting to funders.
- Proven experience in managing multiple projects concurrently to tight deadlines and prioritising workload.
- Strong interpersonal skills and experience working collaboratively as a member of an interdisciplinary team.
- Strong presentation skills and confidence in speaking to external audiences.
- Excellent communication skills, both written and oral.
- Ability to problem-solve and manage risk.
- Ability to work independently and manage own time effectively.
- 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.
- Willingness to travel for project meetings and dissemination events.
- A confident networker who enjoys building connections and relationships with new people.

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.



How to apply

Deadline to apply: 9:00am, Monday 19th January.

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

Please apply to jobs@foodfoundation.org.uk (with 'School Food' as the subject) with a cover letter and up-to-date CV. Please remove your name and any identifying information from your CV. We use anonymised CVs to ensure assessment without bias.

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.

Application process

Our recruitment process aims to see candidates at their best. That's why we set out the process from the beginning. We will aim to inform shortlisted candidates by 26th January and first round interviews will take place the week beginning 2nd February. Candidates will then be selected for second round interviews to take place in the week beginning 9th February.

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.



**The Food
Foundation**