



Senior Policy and Advocacy Officer - Maternity cover

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.



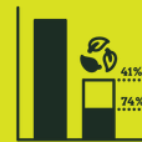
Improving
children's diets



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 28 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 the government 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

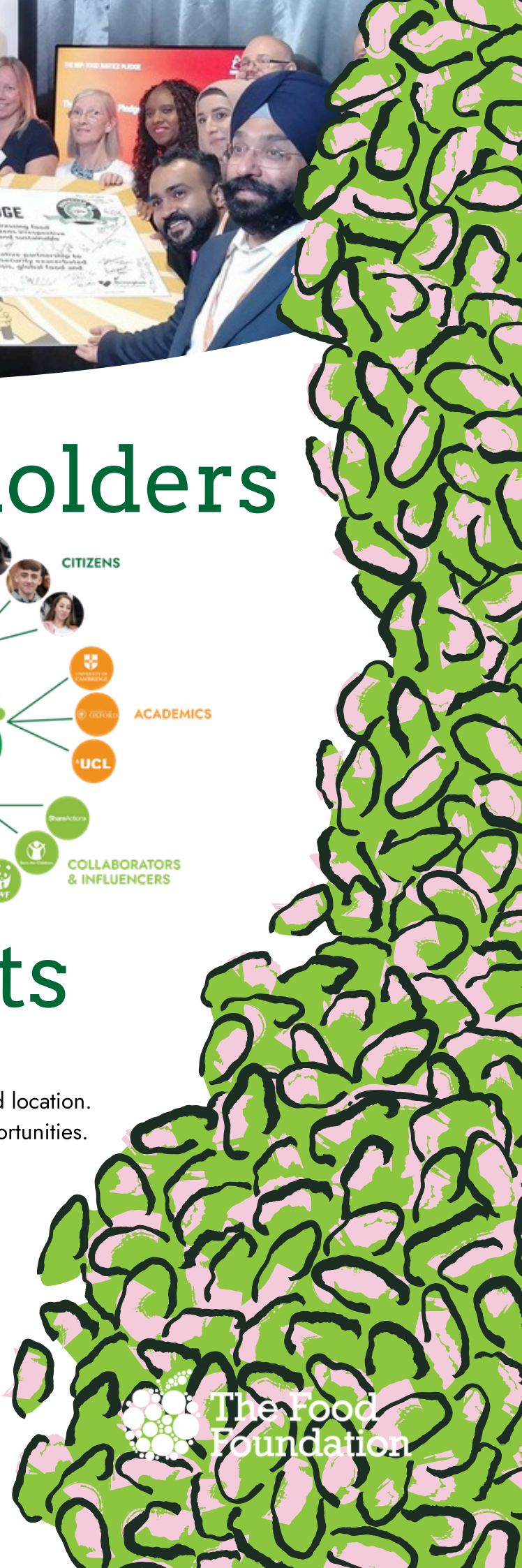


Our benefits

- 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

Salary: £35,262.00

Contract: 12 months (maternity cover)

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 opportunity has opened up in the Food Foundation's national policy and advocacy team, supporting our work on dietary inequalities and food system change.

It is an exciting time in food policy, and in this role you'll have opportunities to work across our national policy portfolio, whether its exploring the link between climate change and food prices, developing our proposition for a Good Food Bill, improving the Healthy Start scheme, or strengthening public sector procurement.

The postholder will manage a variety of high impact activities and outputs that are used to drive forward change across our national policy areas and will work will colleagues across the organisation working in national policy, local policy, communications, events and food business transformation to do this.

Due to the evolving policy landscape, there will be a chance to tailor the role to the interests and experience of the successful candidate.

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

- contribute to the refinement of policy asks and comms messaging,
- undertake desk research to inform policy,
- coordinate activities with different stakeholders and partners working across different policy areas
- support Ambassadors on advocacy related to dietary inequalities
- support communications and campaign work related to this 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 or in government departments, academia and NGOs on a range of policy issues.

Job Description

Management and Strategy

- Support the policy portfolio of campaigns and projects across our national policy areas, including on food prices and food inflation, our Good Food Bill campaign, Healthy Start and early years.
- Work closely with the Policy and Advocacy Manager to develop and implement project plans and deliverables across these areas
- 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.





Job Description cont'd

- 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.
- 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.

Person 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.
- Previous experience working in a policy role, refining policy asks and communicating these with different stakeholders
- Excellent analytic skills and close attention to detail.

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: 9am Monday 11th May

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

Please apply to office@foodfoundation.org.uk (with 'Policy - Maternity cover' as the subject) with an up-to-date CV, cover letter and answers to the following questions (no more than 300 words each):

1. What aspects of the role advertised most excite you and made you apply?
2. Describe a successful policy project you have worked on, and what learnings you would bring to this role
3. What is your greatest strength and asset that you would bring to this role?

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 justice, equity, 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.

Please ensure you send your application in by the deadline of 9am on Monday 11th May and that you have anonymised your CV, cover letter and the answers you've given to our questions, including your name and contact details in your covering email ONLY.

We regret that applications that have not been anonymised will not be considered for interview. We acknowledge receipt of all applications.

By submitting your application, you agree to the Food Foundation collecting, processing, and storing your personal data for recruitment purposes only. Data will be retained in accordance with our GDPR Policy for 12 months from the close of the application process. If you would like your data removed sooner, you can contact us at office@foodfoundation.org.uk.

We will aim to inform shortlisted candidate by 18th May and first round interviews will take place in the week beginning 26th May. The interviews will be held via Microsoft Teams.

Second round interviews will be held in person at our offices and will include a short task. These will take place on 2nd or 3rd June.

The ideal start date for this role would be the week beginning 20th July or as soon as possible.

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.

