



Research and Policy Adviser

Full time, £30,000, 8 months maternity cover

Job description

The Food Foundation is a young, dynamic, impactful and independent think tank working to influence food policy to support healthy and sustainable diets. Working at the interface between academia and policy makers (parliamentarians, civil servants, local authorities, business leaders) we use a wide range of approaches to make change happen including events, publications, media stories, social media campaigns and multi-stakeholder partnerships. We work with many partners on a range of different thematic areas, working closely with academics to generate evidence and campaigners who can drive change. 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 have a terrific and dedicated group of [trustees](#) and expert advisers who support our work.

We are recruiting for a Policy and Research Adviser, maternity cover, who will play a vital role in the delivery of the Food Foundation's impact. The post holder will provide research and policy engagement on both core and project activities. The following projects will be active over the maternity cover period:

- 1) [Peas Please](#) – a large food systems initiative to help everyone in Britain eat more veg. This initiative has in its first year secured pledges from 40 businesses and public sector organisations to take action and will build on this momentum up to 2020.
- 2) Food poverty – we are working to establish a national measure of food insecurity and running a parliamentary inquiry into the future of children's food with strong engagement from disadvantaged children and young people across the four UK nations.
- 3) SHEFS – this is a research collaboration spanning the UK, India and South Africa and funded by the Wellcome Trust. We have an active role in the policy and public engagement work and will be testing a range of digital engagement approaches in all three countries.
- 4) BINDI – this is a partnership between Birmingham city and Pune city in India to develop smart nutrition policies. We will be engaging citizens in both cities to help shape the partnership

Responsibilities

1. Developing and maintaining a strong network of stakeholders working in food policy
2. Maintaining strong relationships for influencing civil servants, businesses and parliamentary officers. Tracking parliamentary affairs and writing letters to Ministers and CEOs.
3. Leading on project management and potentially helping to scope new research projects (developing concept notes, terms of reference etc.).
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 in our annual report and 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

Terms

The position will report to the Executive Director

Salary: £30,000. 8 months, full-time.

Start date: As soon as possible after 1 August 2018. Interviews will be held on Monday 25th June.

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 by 09:00 on Friday 15 June, 2018.

For more information about The Food Foundation, please visit: www.foodfoundation.org.uk