

## ROLE PROFILE

<b>Job title</b>	<b>Programme Officer - Sustainable Food Places</b>
<b>Reports to</b>	Sustainable Food Places Programme Manager (Soil Association)
<b>Key relationships</b>	SFC Network Coordinator (Soil Association) SFC staff in partner organisations (Food Matters, Sustain) SFC Network members and wider programme partners Associate Director, Major Programmes (Soil Association)
<b>Location</b>	Office based (Bristol)
<b>Department</b>	Food and Farming
<b>Background</b>	<p>Sustainable Food Cities is a partnership programme led by the Soil Association, Food Matters and Sustain: the alliance for better food and farming. We support the development of local cross-sector food partnerships of public agencies, businesses, voluntary and community organisations that work together to make healthy and sustainable food a defining characteristic of where they live.</p> <p>Sustainable Food Cities is entering a new and exciting third phase in which we will be working to adapt and extend the SFC model to new places and new geographies as part of a wider Sustainable Food Places initiative, with the aim of building a critical mass of 100+ dynamic and inclusive sustainable food partnerships across all parts of the UK.</p>
<b>Purpose of the role</b>	<p>The Programme Officer will play a key role in the successful delivery of Phase 3.</p> <p>You will work closely with the Programme Manager to support efficient programme coordination, from helping with grants, reporting and data gathering, to dealing with invoices and financial processes and providing administrative support to effectively connect and coordinate SFC staff across the three partner organisations. You will also work closely with the Network Coordinator to support membership enquiries, awards applications, communications (website, newsletter, social media) and events (regional events and a national conference).</p> <p>This is a multi-faceted role suited to someone with energy and enthusiasm who can work under pressure and is happy to juggle multiple different strands of work at the same time while maintaining a keen eye for detail.</p>
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>• Administer programme management and coordination systems and processes that ensure the smooth running of all Phase 3 work streams.</li> <li>• Act as the first point of contact for all new enquiries to the programme, signposting to useful information and directing enquiries to relevant SFC staff.</li> <li>• Support grant making and management processes, including grant scheduling, advertising, applications, contracts, payments and</li> </ul>

	<p>reporting.</p> <ul style="list-style-type: none"> <li>• Support day to day management of programme finances, including raising purchase orders, chasing and administering invoices and payments and recording expenditure.</li> <li>• Support effective quantitative and qualitative data capture, monitoring and collation across all aspects of the programme.</li> <li>• Help to identify, collate and distribute Network-relevant news and information and share it via the website, the monthly newsletter, by email and social media.</li> <li>• Support organization of the annual national conference, as well as regional networking events, webinars and other learning and exchange platforms.</li> <li>• Provide administrative support to SA-based SFC staff and the wider operations team, including organising and minuting meetings and coordinating team updates.</li> </ul>
<p><b>Qualifications</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• GCSE including Maths and English grade C and above or equivalent.</li> </ul>
<p><b>Knowledge &amp; experience</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the role, importance and opportunities to use food in driving positive social (health), economic and environmental change.</li> <li>• Experience of helping to administer and supporting a successful complex project, preferably multi-partner, multi-sector and multi-stakeholder.</li> <li>• Experience of working effectively with a wide range of stakeholders at all levels, from senior professionals to community organisations.</li> <li>• Experience of working with financial processes including raising purchase orders, chasing and administering invoices and payments and recording expenditure.</li> <li>• Experience of helping to organize large and small-scale events, including conferences and workshops.</li> <li>• Experience of project progress monitoring, data capture and project evaluation systems and processes.</li> <li>• Ability to work with others to manage and prioritise a large and complex workload and to design, implement and maintain effective shared systems to do so.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Practical experience of, and personal interest in, working on food, health and sustainability.</li> <li>• Knowledge and experience of local Sustainable Food Cities partnerships and programmes or similar initiatives.</li> <li>• Experience of writing and presenting information in a range of formats for a wide range of audiences.</li> <li>• Practical experience of (or a willingness to learn) communications tools such as website editing, newsletter production and social media.</li> </ul>

<b>Skills &amp; personal qualities</b>	<ul style="list-style-type: none"><li>• Excellent project coordination and administration skills.</li><li>• Excellent communication skills (both written and verbal).</li><li>• Excellent numeracy and financial processing skills.</li><li>• Confident in Word, Excel, PowerPoint, web-editing and social media.</li><li>• Highly motivated and able to adapt to a rapidly changing environment.</li><li>• Able to prioritise and meet tight deadlines and targets.</li><li>• Empathy with the aims and objectives of Sustainable Food Cities and partners.</li><li>• Able to work independently and as part of a geographically remote team</li><li>• Friendly, efficient, diplomatic, pragmatic and flexible.</li></ul>
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