

Local Programme Manager Medway

Job Description

Job title	Local Programme Manager Medway
Reports to	Senior Programme Manager
Location	Home based in or close to Medway with regular travel
Department	Food for Life
Key relationships	Medway Public Health, Primary Schools, Caterers, Elected Members
Job Purpose	<p>You will manage the delivery of Medway's Whole School Food Programme to ensure contractual KPIs are met and that Medway schools are supported to make positive, long-term changes to their food cultures.</p> <p>You will work with and inform a variety of settings and stakeholders about food provision and food education, using the Food for Life School Awards framework to drive changes to health and well-being through improved food systems and food cultures.</p> <p>You'll be the Food for Life Lead locally, approachable, knowledgeable and inclusive. You will contribute to Medway's local good food movement, aiming to impact on social, environmental, economic and educational outcomes. To achieve this, you will actively participate in and contribute to strategic networks led by Medway's Public Health team.</p> <p>Passionate about what is on your plate, your goal is to share that passion and your wealth of information with others so they can create food environments that benefit the health of Medway's population, the local economy and the planet.</p>
Key responsibilities	<ul style="list-style-type: none"> • Ensure delivery of programme by meeting KPIs and by ensuring there is an effective, collaborative and professional relationship with Medway Council <ul style="list-style-type: none"> • Work to advance the take up and implementation of the FFL awards scheme/approach across a variety of schools to improve the food experience and drive changes in health and well being • Work proactively with caterers, supporting them to achieve Food for Life Served Here accreditation that evidences clear benefits for health and climate • Facilitate change in line with FFL principles: enhancing food quality and provenance, truly taking a whole setting approach, enhancing food education and ensuring community engagement • Contribute to growing a good food movement

locally, promoting and supporting the Local Food Strategy.

- Work with/engage a wide range of stakeholders from across the public, private and voluntary sectors to develop support for the prioritisation of good food and to share learning
- Support the development of FFL leads in and around schools to enable them to drive change on food culture
- Deliver a range of activities that enable FFL principles to be embedded within a school to ensure long term sustainability and local ownership
- Work with the Senior Programme Manager to ensure that budgets are managed effectively
- Manage all monitoring, reporting and evaluation work associated with the funded programme to ensure KPIs are monitored, and longer- term outcomes are explored and evidenced
- Contribute to the ongoing development of FFL nationally
- Raise and maintain FFL's profile in the local area, acting as an ambassador and spokesperson for the programme
- Conduct the role in accordance with the highest levels of customer service and quality, ensuring adherence with safeguarding children, young people and vulnerable adults' procedures and organisational policies
- Always promote an inclusive and safe working environment

Knowledge and experience

Essential

- Substantial project/programme management experience, including delivering to targets, adhering to budgets and deadlines
- Experience of working with at least one of the following organisations/settings- schools (primary and/or secondary), food service and or catering companies
- Experience of leading and delivering change
- Experience of managing the contribution of colleagues and partners to secure effective programme / project delivery
- Experience of working with and engaging staff at all levels including senior management
- Experience of designing and managing impact plans, monitoring progress towards KPIs / outcomes and clearly demonstrating that interventions have contributed to social and environmental outcomes
- Experience of delivering workshops / training

Desirable

- Knowledge of food issues relating to institutional settings
- Experience of community engagement and/or development



	<ul style="list-style-type: none"> • Knowledge of the Food for Life 's aims, mission and delivery programmes
Personal qualities and skills	<ul style="list-style-type: none"> • Approachable with excellent interpersonal and relationship building skills • Flexible and evidence of a pro-active and creative approach to problem solving Ability to translate innovative ideas into practical project activity • Able to manage a diverse workload • Excellent communication skills, both verbal and written • Understanding of evaluative methodologies, data management and impact planning • Passionate, engaging and inspiring public speaker • Excellent attention to detail • Confident IT skills with good working knowledge of Microsoft Word, Excel and PowerPoint and more creative applications, as well as the ability to use these remotely. • A positive ambassador for the Soil Association with the attributes to appropriately lead others in work settings with children and young people, and vulnerable adults • Demonstrates commitment to safeguarding and promoting the welfare of children and young people, and vulnerable adults
Contract type	Fixed Term until end July 2025
Band	D
Hours of work	37.5 per week
Probationary period	6 months
Notice period	1 month
Holidays	27 days per annum plus bank holidays, increasing with length of service
Produced by	[REDACTED]
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