

Post Specification

Date	August 2025
PG Number	8410
Post Title	School Food Development Officer
Job Family	Org Support
Job Family Role Profile	OS11
Final Grade	11

To be read in conjunction with the job family role profile

Service Area description

Cumberland Council is recruiting a School Food Development Officer (to sit within the Public Health team) to improve the school food environment across all schools, early years, further education and special educational settings.

Our overall aim is to create healthier, more inclusive and sustainable food environments across all educational settings in Cumberland by embedding the evidence-based Nourish programme by fostering positive relationships with food among children and young people. We aim to support lifelong health and wellbeing, reduce health inequalities and strengthen community-wide commitment to nutritious school food.

This two year post will focus on successfully embedding the [School Food Matters' Nourish](#) programme. Nourish supports schools to create a food environment that puts children and young people's nutrition first. The evidence-based, multi-component programme helps schools to develop action plans and policies to cover the food served across the whole school day.

Nourish uses a collaborative whole school approach to food involving everyone across the school community to create lasting change. This role will include the delivery of fun and engaging nutrition education directly to children and young people, so they can develop a positive relationship with food for their future health and happiness.

Purpose of this post

To promote, develop, deliver & embed the School Food Matters Nourish programme across schools in Cumberland.

Key job specific accountabilities

1. Recruit schools to take part in this ambitious school food programme.
2. Complete food audits in schools looking across the whole school day (training provided).
3. Develop and deliver healthy after school club and breakfast club modules (convene working groups in schools, run simple food preparation engagement sessions (training provided), empower student voice, build relationships with the after-school club staff).
4. Develop innovative food policy improvements in schools by building relationships with staff and engaging students, parents and governors.
5. Build relationships and work closely / maintain relationships with teachers, teaching assistants, cooks and senior leaders in primary and secondary schools in Cumberland to improve the food they offer their students.

6. Build and support relationships with contacts in partner organisations / Local Authorities and deliver training where necessary.
7. Collect data and maintain accurate records relating to the programme.
8. Work closely with our HDRC (Health Determinants Research Collaborative) and School Food Matters Evaluation team to complete all monitoring and evaluation.
9. Gather content for promotion on our Food Cumberland Partnership website and social media platforms.
10. Keep Food Cumberland's School Food network fully updated on progress.
11. Keep up to date with safeguarding requirements and reporting procedures.
12. The School Food Development Officer will also undertake any other relevant tasks identified from the School Food Network that may arise from time to time. Therefore, being flexible and approaching the job with an open and positive mindset is essential!

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	Monitoring and controlling elements of any delegated budget and assisting in accessing funds from other funders if required.
Staff Management Responsibilities	N/A
Other	

Essential Criteria - Qualifications, knowledge, experience and expertise

- NVQ 4 or equivalent.
- Good interpersonal skills. experience of engaging and working with schools and or communities.
- Positive approach to team working
- Knowledge in food education and children's health
- Able to work independently
- Excellent administrative and organisational skills with great attention to detail.
- Excellent IT skills including excel, word and email.
- Experience of building relationships with partner organisations and individuals.
- Comfortable engaging with a variety of audiences (students, school staff and parents), including communications via email, virtual and face to face meetings with the ability to deliver workshops & presentations.
- Ability to work in a team and seek help when needed.
- Self-motivated and optimistic with a can-do attitude.

Desirable Criteria

- Experience of working in education.
- Registered nutritionist or advanced understanding of nutritional guidelines and health promotion

Disclosure and Barring Service – DBS Checks

- This post requires a DBS check.
- The level of check required is:
 - DBS Enhanced – Children

Job working circumstances

Emotional Demands	Occasional dissatisfied parents / governors/ staff/ students.
Physical Demands	Some light lifting may be required.
Working Conditions	Normal

Other Factors:
• Ability to travel across the Cumberland Council area. • Ability to occasionally work outside of regular office hours (for example, if visiting a school breakfast club).