

Job description

Food Policy Officer

Reports to:	Head of Food Policy
Based at:	Coeliac UK Head Office, High Wycombe with the possibility to regularly work from home by prior agreement with your line manager
Salary grade table:	Specialist (SP4), £31,902 to £35,447 based on experience
Hours:	35 hours per week. Hours to be agreed with your line manager. Occasional evening and weekend work may be required
Holiday:	36 days a year including bank holidays
Line management:	No direct reports
The role:	To support the charity's activities in relation to food policy and information with a focus on maintaining Coeliac UK's food standards and food information

Key responsibilities

- Monitor Coeliac UK's gluten free catering accreditation scheme including reviewing audit reports, feedback and corrective actions. To ensure menus and documentation are in line with Coeliac UK guidance.
- Work alongside the commercial team to assist caterers in their preparation for Coeliac UK's gluten free accreditation scheme
- Attend meetings with caterers and manufacturers working with Coeliac UK.
- Manage the creation of quarterly reports for the gluten-free catering accreditation scheme
- To work with the Head of Food Policy in the development and review of food policy to draft policy positions and to contribute to the necessary intelligence gathering, horizon scanning and consultations to represent the charity.
- To be able to critically analyse the evidence and ensure that information on food and the gluten free diet is up-to-date.
- Provide administration for Coeliac UK's Food Standards Committee.
- Contribute to the evidence base relating to food policy, standards, legislation and technology.
- Contribute to food research in order to develop the evidence base in the area of food and the gluten free diet, to inform charity policy and meet the charity's business and strategic aims.
- To contribute to articles for Coeliac UK publications and consumer/trade press, as required.
- To represent and promote the work of the charity amongst stakeholders from the food sector.
- To represent the charity by speaking at food events.
- To have a continuing plan for personal development

Knowledge, skills and experience

- A motivated individual with initiative and a structured approach to work
- Good organisational skills.

- Excellent communication and inter-personal skills.
- Able to work under pressure and meet deadlines.
- Excellent attention to detail.
- A team player
- Educated to degree standard.
- Knowledge in the areas of quality assurance, food technology and nutrition
- Understanding of scientific evidence base and research.
- Numerate with necessary skills to produce, monitor and interpret audit information, quality assurance processes and guidance documents.
- Ability to critically review scientific literature.
- Good IT skills - MS Excel, MS Word, MS Outlook, MS Power Point.
- CMS and website content management experience

Competencies

1: General profile
Offers mentoring/guidance to others
Is a key contributor, acts individually as a specialist expert in own area or as a team leader providing direction for others
Acts with no supervision
2: Technical expertise; building & maintaining
Demonstrates depth/breadth of knowledge/skills in own area
2: Technical expertise; applying & anticipating
Applies knowledge/skill through handling complex problems and/or co-ordinating work which may extend beyond own area of expertise; shares expertise with colleagues and other work groups
3: Client/organisation orientation; client response
Proactively acts to understand client needs and identify solutions to non-standard tasks/queries; actively seeks opportunities
3: Client/organisation orientation; organisation understanding
Interprets internal/external organisational issues; makes changes to own and others work to meet these
3: Client/organisation orientation client response; costs
Manages costs against specific contracts
4: Creating & delivering solutions; problem solving
Anticipates patterns and links; looks beyond the immediate problem to the wider implication/knock on effect; takes a new perspective on existing solutions to complex problems
4: Creating & delivering solutions; planning & organising
Develops longer term plans which effect own and other areas and manages resources to achieve the plan
5: Working relationship; communicating, negotiating & influencing
Explains/presents highly complex ideas; anticipates potential objections and prepares case accordingly; influences others
5: Working relationship; teamwork, coaching & guiding
Acts as a facilitator and mentor; moves the team forward; may be a team leader
5: Working relationship; networking
Creates networks internally and externally

This job description is not intended to be an exhaustive list of duties to be performed by the employee. This job description may be altered to reflect the needs of the charity.