

JOB DESCRIPTION

Action and Research Coordinator – Citizen Engagement

Job Details

Job Title	:	Action and Research Coordinator - Citizen Engagement
Reports to	:	Programme Manager - Citizen Engagement
Direct reports	:	None
Term	:	Fixed term, until September 2025 (with potential for extension)
Location	:	Home based, but will need to be able to commute to office space in Bristol or London a few times a month
Salary	:	£28,000 per annum

Job Purpose

This role is responsible for supporting the delivery of *A National Conversation about Food* – an exciting new programme of work designed by FFCC and partners to explore what people really think about food and shift the dominant narrative of the food system in the UK.

The postholder will hold a dynamic and action-orientated role, providing project management, research, event, and administrative support. With outstanding project and people skills, the postholder will assist with the delivery of a new and innovative programme of work, coordinating internal and external events and meetings, developing stakeholder relationships, developing research findings and assets and working closely with the team and project partners to deliver an effective and impactful programme of work.

Key Tasks and Responsibilities

- Support the delivery of the National Conversation about Food programme of work, working closely with the Programme Manager to ensure the programme is delivering impact on time and within budget.
- Event and meeting management and coordination, such as setting up partner meetings, design sprints, webinars, and seminars.
- Building and managing strong stakeholder relationships and partnerships with a wide range of delivery, policy, community, funders, academic and business stakeholders.
- Contribute to the creation of high quality, engaging content in the form of research reports, briefing notes, blogs, and other written outputs, and presenting analysis and recommendations for public and professional audiences as required.
- Supporting the analysis and synthesis of research findings throughout the process.
- Supporting effective and clear communication with internal and external stakeholders verbally and in writing e.g. through programme updates, reporting, and social media.
- Contributing to strategic planning and internal and external reporting.
- Work with the communications team to develop communication plans and compelling public narratives for our work.
- Any other administrative or general tasks as needed to support the work.

Person Specification: Knowledge and Skills Required

Essential

- Excellent project coordination and organisational skills, with the ability to plan, prioritise and manage multiple tasks simultaneously.
- Track record of supporting and enabling projects in a related field, e.g., social change, policy, advocacy
- Articulate, engaging and accurate communication skills, both written and verbal, with the ability to communicate confidently and effectively with a wide variety of stakeholders.
- Experience in producing written research content such as reports, briefings, and blogs.
- Relevant experience and demonstrable interest in the FFCC and one or more of our core themes: the environment, food, farming, land use, citizen engagement, agro-economics, sustainable development, place-making.
- Experience of coordinating meetings and events, both virtual and in person.
- Comfortable working alone, and virtually, demonstrating initiative, self-direction and motivation, and as part of a virtual networked team.
- Strong interest in the aims and ethos of the FFCC.