

Job information pack

Campaigns Intern

Recipe for Change



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How to apply

Please email recruitment@sustainweb.org including:

- **Your CV**

Your CV should be no more than 2 A4 pages, (min font size 11) and saved with your full name in the document title. Please label the file in the format 'CV-your-full-name'.

- **Your covering letter**

Detail how you meet the person specification requirements of the role.

Your covering letter should provide a brief outline of your interest in the role, detail your relevant skills and experience and describe how you meet the criteria for the role, and should be no longer than 2 pages, in an additional document also saved with your full name in the title. Label as 'covering letter-your-full-name'.

- **Equal opportunities monitoring form**

Please complete our equal opportunities monitoring form which is separated out from your CV and covering letter and is only used for monitoring purposes.

Link for form: <https://forms.office.com/e/z8Li68HGQw>

We particularly encourage applications from people from diverse ethnic and socio-economic backgrounds, and especially those with first-hand experience of living or working in communities affected by health inequalities.

We will only accept applications where a CV and covering letter has been received and the monitoring form has been completed.

If you are invited to interview, you will be asked to prepare a short recruitment exercise.

Timeline

- **Application closing date: Monday 13 October 2025, 5pm**
- **Interviews will take place in-person in the week commencing 27 October 2025.**

The successful candidate is expected to be in post in mid/late November 2025. Early applications are encouraged.

Important information about the role

- Please note that all applicants must currently have the right to work in the UK.
- A DBS check is not a requirement for the role in the first instance. A DBS check or an enhanced DBS check may be necessary if the role develops into participation in events involving children, young people or vulnerable adults.
- Satisfactory references are required before an offer of employment is made.
- The offer of employment may be withdrawn if you do not meet the criteria above.

Recruitment privacy notice

The purpose of our recruitment privacy notice is to tell you what personal information the charity collects from you, how and when it may be collected and what happens to it.

Please ensure you are familiar with our '[Recruitment privacy notice](#)'.

For any queries, please contact our recruitment team at recruitment@sustainweb.org

A fair wage, a fair chance, diversity, equality and inclusion

We're working hard to create an inclusive culture, where everyone feels they belong. It's important that our people reflect and represent the diversity of the communities and audiences we serve, and we value lived experience, transferrable skills and a learning mindset. If you're excited about this role but you don't meet every requirement in the job description, we encourage you to apply anyway if you have other experience and skills which are transferrable. Sustain is an accredited Living Wage employer and participates in a disability confident scheme. This scheme provides an enhanced opportunity for interviews, although it does not guarantee one due to the high volume of applications.

A helpful guide to applying for roles

We want you to have the best chance of applying for roles, and we know that having a helping guide can make a real difference. We are therefore happy to recommend a [Comprehensive Step-by-step guide to applying for jobs compiled by Indeed](#).

Job Description

Job title:	Campaigns Intern – Recipe for Change
Contract:	Part-time, short-term fixed-term contract for approx. 26 weeks. The successful candidate is expected to be in post in mid/late November 2025.
Job purpose:	<p>The role will be part of the Recipe for Change team, a campaign calling for a levy on food companies to incentivise them to produce healthier food.</p> <p>This year we are focusing on building public awareness and mobilisation around the need for companies to put healthier food on our shelves, now.</p> <p>The role will support the development of a citizens' charter for healthier food, to be co-created with communities and lived experience groups. It will include event coordination, writing and communications. Support and opportunities for learning and development will be provided.</p>
Accountable to:	Campaign Coordinator
Hours:	<p>14 hours per week which can be worked flexibly across Monday – Thursday, in line with the needs of the campaign, with a regular agreed pattern expected, as agreed with the line manager in line with the needs of the charity.</p> <p>Attendance at some online and in-person events is expected.</p>
Place of work:	<p>The Campaigns Intern will join the Recipe for Change team, a coalition led jointly by Sustain, The Food Foundation and Obesity Health Alliance and supported by an additional 43 organisations.</p> <p>The role will be based within Sustain and is offered on a flexible basis, with around half the working hours expected to be carried out in Sustain's London office:</p> <p>The Green House, 244-254 Cambridge Heath Road, London E2 9DA.</p> <p>In-person attendance at events and staff meetings is expected. Some travel may be required.</p>
Salary:	<p>£25,207 per annum FTE pro-rata (London Living Wage, £13.85 per hour)</p> <p>£10,083 per annum for 2 days per week</p> <p>In addition, Sustain matches pension contributions up to 5% of gross salary.</p> <p>Expenses for travel to events outside of London will also be covered.</p> <p>This role is funded by Impact on Urban Health.</p>
Pension:	Auto enrolment rules apply if employed.

Annual leave:	<p>For a full-time worker: 20 days holiday pa, plus bank holidays, plus office closure days between Christmas and New Year. (approx. 31 days)</p> <p>Allowances will be pro-rated accordingly if employed part-time. In this part-time role, the annual leave for 26 weeks will be pro-rated and is expected to be 4 holiday days and 1.6 pro-rated bank holidays.</p>
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About the campaign

Recipe for Change is calling for a fairer, healthier food system by holding food companies to account. While our long-term goal is to secure an industry levy on unhealthy food to incentivise companies to make healthier food, we are focusing in 2025-26 on building public awareness and mobilisation more broadly around the need for companies to put healthier food on our shelves, now.

A key strand of this work is the development of a citizens' charter for healthier food, to be co-created with communities and lived experience groups. The charter will amplify citizen voices, demonstrate public appetite for government action to regulate food companies, and keep the conversation rooted in the need for industry accountability.

Purpose of the role

The Campaigns Intern will support the planning, promotion and delivery of the citizens' charter. This is an exciting opportunity to gain hands-on experience in public mobilisation, event support, community engagement, and communications, while contributing directly to a high-impact national campaign.

Support offered

Following an induction into Sustain, the Campaigns Intern will be supported in their journey within the organisation, and in the wider Recipe for Change coalition. Opportunities to attend relevant internal training will be available during this period, as well as external events and development opportunities that are relevant to the work of the Campaigns Intern.

Learning & development opportunities

- Training and exposure to campaign strategy, mobilisation methods, and community organising.
- First-hand experience in co-developing a public-facing campaign with lived experience contributors.
- Opportunities to work alongside coalition partners, parliamentarians, academics, and public figures.
- Mentoring and regular check-ins with a member of the Recipe for Change campaign team.
- Opportunities to learn more about food and farming policy through Sustain's broader campaigns and projects.

Role & responsibilities

Community outreach and co-design

- Working with the Recipe for Change team, coordinate outreach to lived experience groups and communities to shape and promote the citizens' charter.
- Support the facilitation of workshops, discussions, and events with communities to develop the charter's content.
- Record and write up findings from workshops.
- Synthesise findings from workshops to support development of the charter content.
- Coordinate outreach and engagement with public-facing champions who will promote the charter.

Communications and events

- Create and share campaign content (e.g. social media posts, newsletters, supporter toolkits) to support the public mobilisation drive when the charter launches.
- Monitor and evaluate mobilisation activities (tracking signatures, social media engagement, event feedback).
- Coordinate event logistics, such as catering, invites and materials, for the launch and final delivery of the charter to No.10 Downing Street, with a possible additional parliamentary event.
- Write blogs or news items as appropriate.
- Other communications and campaign activities as relevant to the Recipe for Change team at the time.
- Support and actively participate in stakeholder events and meetings.

IT, administration and other duties

- Plan and manage own workload, set targets and deadlines and be self-supporting regarding administration and IT.
- Attend 1:1 meetings and provide written progress and work reports as required.
- Comply with all Sustain policies and practices.
- Undertake administrative tasks necessary to achieve the outcomes of the role.
- Undertake any other duties agreed with your line manager and to also undertake training and development relevant to the role.

Person specification/ What we're looking for

E = Essential, D = Desirable

Knowledge

- Knowledge and interest in policy related to healthier food (D)

Attitudes

- Passion for healthier food, social justice, or public campaigning (E)

- A strong commitment to diversity and inclusion – particularly to making healthy and sustainable food accessible to all, ensuring the inclusion of wide and different perspectives in our work and to tackling inequality (E)
- Flexible & adaptable: Event planning is dynamic, so the ability to adapt to changes, whether it's a sudden issue or a shift in needs, is vital (E)
- Creative: A flair for offering unique ideas and a fresh perspective helps make an event memorable and stand out (E)
- Proactive: A proactive attitude means taking initiative, anticipating potential problems, and working to resolve them before they escalate (E)

Skills and abilities

- Excellent attention to detail (E)
- Good communication skills in English, both written and verbal (E)
- Excellent organisational skills to manage event logistics and administrative tasks (E)
- Ability to work collaboratively and independently (E)
- Strong interpersonal skills to engage with diverse communities and stakeholders. (E)
- Good time management skills (E)
- Ability to use Microsoft Office: Word, Excel and PowerPoint, & related IT systems (E)
- Strong writing skills for creating campaign content, blogs, and news items (E)
- Ability to create engaging social media content (D)
- Ability to synthesise information in a clear, consistent and thematic way (D)
- Ability to work with data to monitor online engagement with the citizens' charter (D)

Experience

- Experience developing social media content (E)
- Experience collaborating with people from diverse backgrounds (E)
- Familiarity with digital mobilisation tactics (D)
- Experience of studying or working on food, public health or farming issues (D)
- Experience in organising events (D)
- Experience in facilitating group discussions or workshops (D)
- Experience in community engagement, or volunteer coordination (D)

Qualifications

- GCSE English or equivalent (E)
- GSCE Maths or equivalent (E)
- A relevant qualification related to the role (D)

Who we are

Sustain is a **powerful alliance of organisations** and communities working together for a better system of food, farming and fishing, and cultivating the movement for change. We represent over 100 food and farming organisations.

Together, we advocate food and agriculture policies and practices that enhance the health and welfare of people and animals, improve the working and living environment, enrich society and culture, and promote equity.

Working in collaboration, we:

- Develop networks of people and organisations to devise and implement projects and **campaigns**, and to provide a platform for recognition and replication of pioneering work.
- Run highly effective and creative campaigns, advocacy, networks and demonstration projects, aiming to catalyse permanent changes in policy and practice, and to help equip more people and communities with skills as change-makers.
- Advise and negotiate with governments, local authorities, regulatory agencies, funding bodies and other decision-makers to ensure that legislation and policies on food, fishing and agriculture are publicly accountable and socially and environmentally responsible.

Our funders

All the campaigns and projects at Sustain are funded by charitable trusts and foundations, donors and supporters who are an integral part of our successes, which has led us to receiving many awards. We are fortunate to have received grants from a wide range of funders for specific projects and campaigns, and we continue to fundraise to improve food and farming for all.

Where we work

A lovely working space is really important so we're happy to show you where we work. Our offices are a short walk from Bethnal Green tube station (Central Line) located in a vibrant part of London, with easy access to shops, Victoria Park and the Regent's Canal tow path.

We work in an open plan office with plenty of natural light and of course we have many plants, and we offer free tea and coffee.

There is a wide variety of private meeting spaces available in the building, and we also have access to a green roof-top terrace complete with trees, plants and views across the City.

We also enjoy discounts in a few local shops which helps to keep the local economy thriving. Museums and parks a short walk from the offices also gives you plenty of opportunity to explore the neighbourhood during lunchtimes.

 [Map link](#)

The Green House
244-254 Cambridge Heath Road
London E2 9DA

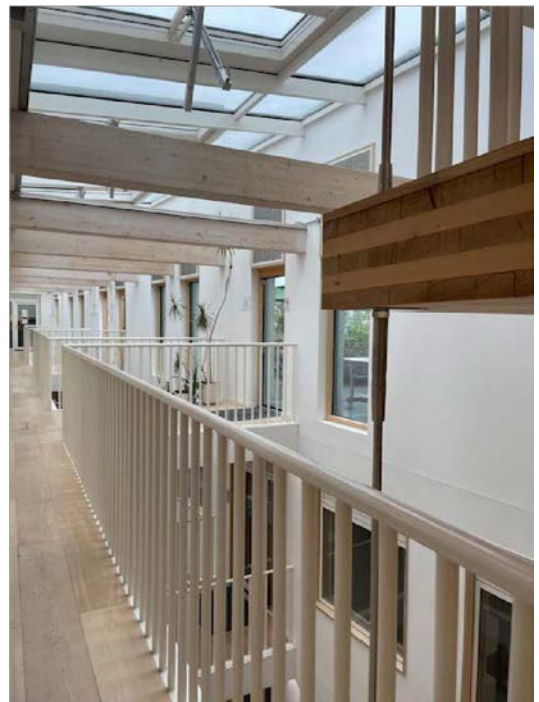


How we work

We offer a wide range of hybrid working patterns and are supportive of flexible working, however this may not be suitable for all roles. Some colleagues may work from home for part of the week, and most are expected to attend certain meetings and events in-person. Some roles require more office presence than others due to the nature of the role.

Everyone is expected to work collaboratively with colleagues and in the communities or networks where our projects are delivered.

Continuous Professional Development is as important to us as it is to you, and we offer a wide range of in-house and out-sourced training suitable for a wide variety of job roles.



One of the reasons I joined Sustain was to make a difference to our planet and our communities. I've always been passionate about food, our environment and a fairer world for all. Working with colleagues who share the same passion and values is wonderful.

What we offer

(Non-contractual)

Flexible working hours and TOIL

Flexible and hybrid working options after probation. We have a flexible approach to working and provide Time Off in Lieu when staff are required to work occasional evenings or weekends.

Hybrid and homeworking

Some roles are suitable for a combination of hybrid and home working, while others are more office based, allowing for collaborative working, skills sharing and peer support. We expect all colleagues to spend at least half of their working time at the office.

Welcoming office space

- Weekly organic fruit box for the office to share
- Free secure indoor storage for bicycles and shower facilities
- A fully equipped London based office

Time off and volunteer day

- 20 days annual leave for full-time employed staff plus bank holidays (pro-rated for part-time workers)
- We usually close between Christmas and New Year
- 1 Volunteer Day per year (non-contractual if employed)

Pension

Automatic pension enrolment with Nest with up to 5% (subject to review) employer contributions, with an ethical investment option.

Health and wellbeing

- Enhanced sick pay
- Access to confidential advice on mental health and wellbeing, as part of our Employee Assistance Programme. Sustain has partnered with Health Assured who are the UK and Ireland's most trusted health and wellbeing network. Their employee benefits programme is a suite of wellbeing services, offering you and your family a confidential and structured way to work through physical or mental health issues and financial as well as advice on personal financial or legal matters.
- Eye Care Vouchers.
- Access to membership of CSSC for discounted days out, savings, sports and wellbeing.

Making a difference in the world with our friendly supportive team

- An opportunity to work on pioneering projects at a local and national level
- A collegiate set up within an established charity

- A friendly, creative and sociable team
- The opportunity to help improve opportunities for local communities, and to support food system professionals to work together to cultivate change
- Job related training opportunities