

The information provided in this Job Description is given to ensure that the post holder has the best opportunity of understanding what is required to be effective in the post. It is not intended to be prescriptive in every detail and it is expected that the post holder will be as positive and flexible as possible in using this as a framework.

### **Job Description**

Job Title:	Scientific Affairs Manager
Accountable to:	Chief Executive
Location:	London
Status:	Full time, Permanent (Band 3)

### **The Position**

This is a critical new management role, being the principle focus for scientific activities and affairs within the Institute. The role will provide scientific voice, perspective and accuracy for IFST activities, reinforcing the Institute's internal scientific capability and so enabling it to be more proactive and responsive over its scientific communications to its various stakeholder audiences.

### **Summary of Role and Responsibilities**

In particular, the role will involve the following:

- Writing or commissioning new scientific materials and resources aimed at specific target audiences e.g. 'Food Science Fact Sheets' for the general public
- Maintaining a watch of food science trends and particularly new developments and issues (horizon scanning) in order to be as proactive as possible in the development of new materials.
- Writing/updating scientific content for IFST's websites
- Generating food science content aimed at students for our 'Love Food Love Science' site
- Curating and coordinating the review of new references for our food safety 'Trusted Resources' database (and other food science and nutrition topics as they come on stream)
- Supporting IFST's Scientific Committee by coordinating the review of existing and writing of new Information Statements – (contributing by authoring when on a topic within their expertise)
- Writing scientific articles as agreed with the Communications Coordinator for internal use (FS&T magazine) and for external publications when required
- Writing technical consultation responses in areas of expertise
- Contributing to the programming for IFST's Spring Conference and other larger technical events
- Available as an 'IFST spokesperson' for media enquiries within the scope of expertise
- Representing IFST at student events such as Student Career LaunchPads, Early Career Researchers' Event, TeenTech, Big Bang etc to enthuse young people about food science and technology
- To facilitate all of the above, developing and drawing on a network of other trusted food science professionals with expertise in areas outside of the role-holder's expertise
- Attending IFST and external meetings and events as required to keep up-to-date and to develop networks.

**Other responsibilities**

- Monitoring, recording and reporting progress in relation to the above activities to ensure effectiveness of agreed activities.
- Contributing to other team projects as required.
- Undertaking other responsibilities as required from time to time.