

Directors' PA

Job description and person specification

Cruelty Free International is the leading organisation working to create a world where nobody wants or believes we need to experiment on animals.

Our dedicated team are experts in their fields, combining award-winning campaigning, political lobbying, pioneering undercover investigations, scientific and legal expertise and corporate responsibility. Educating, challenging and inspiring others across the globe to respect and protect animals, we investigate and expose the reality of life for animals in laboratories, challenge decision-makers to make a positive difference for animals, and champion better science and cruelty free living.

We are widely respected as an authority on animal testing issues and are frequently called on by governments, the media, corporations and official bodies for advice or expert opinion. We work professionally, building relationships with politicians, business leaders and officials, analysing legislation and challenging decision-making panels around the globe to act as the voice for animals in laboratories.

With a history spanning over 100 years, Cruelty Free International has achieved so much for animals. Bringing the issue to public attention with our dynamic and determined approach, we have inspired generations of politicians, decision-makers and compassionate people to make a difference for animals used in experiments. As the problem has grown, we have stepped up to meet the challenge across the world, placing the issue on the global agenda for the first time. We have saved many thousands of animals from a life of suffering in laboratories, and together we can do so much more.

Established in 1898, Cruelty Free International is firmly rooted in the early social justice movement. Our founder, Frances Power Cobbe, was a formidable women's rights campaigner and philanthropist. Previously known as the 'British Union for the Abolition of Vivisection' or 'BUAV', today Cruelty Free International is the leading organisation working globally to consign animal experiments to the history books.

Proposed vacancy details

Job Title:	Directors' PA
Role:	This is a full time and permanent position
Location:	Cruelty Free International Hub, and remote working
Reporting to:	Director of Science & Regulatory Affairs (Director of SRA)
Salary:	Negotiable

Benefits

- **12 month interest free season ticket loan**
- **25 working days' paid holiday, in addition to Public Holidays'**
- **Employer's Ethical Investor's Stakeholder Pension Scheme**
- **Generous training and professional development allowance**
- **Flexible working hours**
- **Childcare Voucher Scheme**
- **Ride-to-Work Bicycle Scheme**
- **Staff retention policy**
- **Work life support scheme**

Terms and conditions

Three month probationary period

Role purpose

Working in this key post at the heart of a thriving and well-respected organisation, you will directly support our busy Director of Science & Regulatory Affairs (Director of SRA) and Director of Public Affairs (Director of PUA) by providing the highest standard of confidential administrative support and assistance.

With a positive attitude and hands-on approach, you will be responsible for the day-to-day management of diaries and schedules and be able to act both proactively and reactively to the

emerging priorities. As an enthusiastic self-starter with a hands-on approach, you will be capable of working independently or as part of a multi-disciplined team.

With excellent communication and presentation skills, your energy and professional approach, exceptional organisational skills will enable you to coordinate of a range of projects and priorities on behalf of both directors, contributing to the further success of the organisation.

Key responsibilities

1. Ensure the smooth and efficient running of all aspects of the Director of SRA office and that of the Director of PUA, providing first class, confidential administrative support, maintaining office systems, assessing priorities and proactively taking the necessary actions in support of the Directors' deadlines.
2. On behalf of both the Director of SRA and Director of PUA, manage diaries, proactively prioritising, co-ordinating, and scheduling meetings with a wide range of internal and external stakeholders.
3. Arrange travel and accommodation and prepare briefings and itineraries for the Director of SRA and Director of PUA business trips, acting as chief point of contact for travel providers for colleagues across the organisation.
4. Travel to attend off site meetings, potentially overseas, to take concise and accurate minutes of various committees and meetings, and to facilitate and support the Directors' in person on business trips as required.
5. Conduct accurate and thorough research on a range of topics, and produce high quality documents such as briefing papers, reports, and general correspondence and presentation materials for both the Director of SRA and Director of PUA, as required.

6. Coordinate a range of projects on behalf of the Director of SRA and Director of PUA as required and provide support to projects and campaigns across the organisation at the Directors' request.
7. At the request of either director, undertake any other duties consistent with the post and assist with other areas of work as required.

Person specification

<p>Essential skills, expertise and understanding</p>	<ol style="list-style-type: none"> 1. Excellent written, verbal and presentation skills with the ability to simplify complex and detailed information for a wide audience of internal and external stakeholders. 2. Excellent secretarial skills, of working with discretion and accuracy. 3. Strong and proven organisational and problem-solving skills with the ability to prioritise workloads, manage multiple tasks to meet deadlines. 4. Demonstrable creativity, with the ability to develop and produce engaging and compelling presentational collateral. 5. Excellent IT skills, including expertise in Outlook, Word, Excel and PowerPoint. 6. A proven self-starter with the ability to take
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	<p>instructions and to work well within a team and with colleagues in different disciplines across the whole organisation.</p>
Qualifications (IT/academic/vocational)	<p>7. Educated to degree standard or equivalent.</p>
Experience	<p>8. Excellent secretarial skills including the ability to take concise records and minutes of meetings.</p> <p>9. Experience of handling confidential information with discretion and sensitivity.</p> <p>10. Extensive diary and email management experience.</p> <p>11. Proven track record of developing and maintaining strong relationships to influence and motivate both internal and external stakeholders and third-party suppliers.</p> <p>12. Experience of working in a busy office environment, handling varied and sometimes conflicting workloads.</p> <p>13. Experience of arranging visits and symposia for senior managers, of negotiating with venues, other service providers, and delegates</p>

	to ensure that meetings are successfully delivered.
Specific qualities (e.g. attitudes)	<p>14. Commitment to animal welfare and sympathetic to the vision, mission and values of Cruelty Free International.</p> <p>15. A positive and flexible approach to the work.</p> <p>16. Willingness to work outside the organisation's core hours as required, and the willingness to travel nationally and internationally as required.</p>
Desirable	<p>17. Knowledge of the issues affecting Cruelty Free International as a small, not-for-profit organisation working to create a world where nobody wants or believes we need to experiment on animals.</p>

Applicant Privacy Policy

What is the purpose of this document?

Cruelty Free International is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for

the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

The kind of information we hold about you

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, employment history, qualifications.
- Any information you provide to us during an interview.

We may also collect, store and use the following types of more sensitive personal information:

- Information about your health, including any medical condition, health and sickness records.

How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the candidate.
- Any recruitment agency, from which we collect the following categories of data.
- Your named referees, from whom we collect the following categories of data.

How we will use information about you

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to the role since it would be beneficial to our business to appoint someone to that role.

We also need to process your personal information to decide whether to enter into a contract with you.

Having received your CV and covering letter **OR** your application form, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references before confirming your appointment.

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

How we use particularly sensitive personal information

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

Information about criminal convictions

We do not envisage that we will process information about criminal convictions.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Data sharing

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your

personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained on request.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

How long will you use my information for?

We will retain your personal information for a period of six months after we have communicated to you our decision about whether to appoint you to the role. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

Rights of access, correction, erasure, and restriction

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Deputy Chief Executive in writing.

Responsibility for data protection compliance

The Deputy Chief Executive is responsible for overseeing compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the Deputy Chief Executive. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.