

## Job description and person specification

### Public Affairs Officer – UK & EU

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 strive to build 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 works collaboratively with Cruelty Free Europe as the leading organisation working globally to consign animal experiments to the history books.

## Proposed vacancy details

<b>Job Title:</b>	<b>Public Affairs Officer – UK &amp; EU</b>
<b>Role:</b>	<b>This is a full-time and permanent position</b>
<b>Location:</b>	<b>Hybrid working, and attendance at our central London Hub, N7 for minimum of 2 days per week</b>
<b>Reporting to:</b>	<b>Head of Public Affairs – UK &amp; EU</b>
<b>Salary:</b>	<b>Up to £32,000 per annum, depending on experience</b>

## Benefits

- **12-month interest free season ticket / staff loan**
- **31 working days' paid holiday, in addition to Public Holidays'**
- **Employer's Ethical Investor's Stakeholder Pension Scheme**
- **Generous training and professional development allowance**
- **Flexible / hybrid working**
- **Childcare Voucher Scheme**
- **Ride-to-Work Bicycle & Cycle2Work schemes**
- **Staff Retention policy**

## Terms and conditions

Full-time, permanent role with built in flexibility. A mandatory three-month probationary period will be served.

## Summary of post

Working to support the Head of Public Affairs – UK & EU as an integral part of the public affairs team, this challenging role will support the delivery of Cruelty Free International's public affairs strategy with a focus on promoting the organisation's political objectives to governments, parliamentarians, and political institutions in the UK and European Union.

With an emphasis on the UK, by helping to develop and maintain professional relationships with key decision-makers and their staff, your strong research, communication, and organisational skills will enable you to help the organisation make the most of any advocacy opportunities that may arise, and to keep key

stakeholders well informed about Cruelty Free International's political objectives both internally and externally.

Overall, the Public Affairs Officer – UK & EU role will play an essential role in delivering the organisation's public affairs agenda in the UK and European Union, and in doing so will make a substantial contribution to the cause of ending animal testing.

## **Main purpose of the job**

1. Assist the Head of Public Affairs – UK & EU develop relationships to advance the organisation's public affairs objectives, by arranging and attending meetings with key politicians, opinion-formers, officials, and decision makers across the UK and EU.
2. Assist the Head of Public Affairs – UK & EU draft strategies for lobbying and campaigning at the UK and EU level and support the ongoing day-to-day management and delivery of ongoing campaigns activity.
3. Monitor legislative, policy, and parliamentary activity in the UK and EU pro-actively identifying opportunities that may arise, including in support of constituent members of Cruelty Free Europe (CFE) to enable them to effectively lobby on key EU legislation.
4. Undertake research, including in collaboration with colleagues in the Science & Regulatory Affairs team, to ensure that the organisations work is underpinned by well-researched and accurate information.
5. Assist in the arranging and delivery of activities at key political events such as the main UK political party conferences, to ensure that the organisation has an effective presence.
6. Collaborate with the Head of Public Affairs - UK & EU and colleagues from across the organisation to ensure that key developments in the UK and EU, as well as the organisation's own advocacy messages, are communicated effectively to staff, whilst enabling the organisation to produce well targeted and professional materials for supporters and external audiences as required.
7. Maintain a strong working knowledge of government and of parliamentary processes and practices in the UK and the European Union.
8. Pro-actively maintain accurate information regarding MPs, MEPs, and their respective offices, to create an informed understanding of their level of support for the organisation's work.
9. Develop and maintain regular communication with key politicians, opinion-formers, officials and decision makers across the UK and the European Union, including e-communication, newsletters, and other vehicles as appropriate.
10. At the request of the Head of Public Affairs - UK & EU, undertake any other duties consistent with this post as required.

## Qualifications and personal specification

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Essential	Desirable
<b>Knowledge and technical abilities</b>	
<ul style="list-style-type: none"> <li>• Track record of working in a similar role, and of working with and influencing key players in government, key agencies, and political institutions.</li> <li>• Experience of working in the animal protection and welfare sector, and sympathy for and commitment to ending testing on animals.</li> <li>• Experience of using parliamentary processes to create change in policy, legislation, and practice.</li> <li>• Deep experience of developing and maintaining strong relationships with key opinion formers and decision makers across the political spectrum.</li> <li>• Well-developed research and analytical skills.</li> <li>• Expertise in producing and using high quality documents and briefings.</li> <li>• Experience of working within a multi-disciplinary team of staff.</li> <li>• Knowledge of parliamentary and policy development processes and how to create change for animals.</li> <li>• In depth knowledge of Microsoft Office software.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the working practices and internal decision-making processes of the UK parliament and the devolved parliaments.</li> <li>• Knowledge of the working practices and internal decision-making processes of the European Union.</li> <li>• Specific experience of creating change in policy, legislation, and practice within the European Union.</li> <li>• Knowledge of UK and EU law as it affects animals in laboratories.</li> </ul>

<ul style="list-style-type: none"> <li>• Knowledge of the issues affecting Cruelty Free International as a small organisation working to create a world where nobody wants or believes we need to experiment on animals.</li> </ul>	
<p><b>Education and Qualifications</b></p>	
<ul style="list-style-type: none"> <li>• Qualification to degree level in a related subject or qualified by relevant experience in a related field.</li> </ul>	
<p><b>Skills and abilities</b></p>	
<ul style="list-style-type: none"> <li>• An ability to work well within a team and with colleagues in different disciplines across the whole organisation.</li> <li>• Excellent interpersonal skills, including the ability to build and maintain positive and productive relationships with MPs, MEPs, political staff, parliamentary officials, and other decision-makers,</li> <li>• First class written and verbal presentations skills, sufficient to effectively present the organisation’s message to parliament, parliamentarians, and government.</li> <li>• Excellent organisational skills, including the ability to manage multiple strands of work across different political territories with competing priorities.</li> <li>• Developed research and analytical skills and the ability to draft briefings, parliamentary questions, letters, and amendments as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to research and make recommendations of improved solutions to supersede current practices.</li> </ul>

<ul style="list-style-type: none"><li>• Proven commitment to animal welfare and the organisation's aims and objectives.</li><li>• Ability to use initiative in solving problems.</li><li>• Ability to create and complete mini projects derived from a larger strategy.</li><li>• Willingness to undertake domestic and overseas (European) travel representing the organisation at external meetings as required.</li></ul>	
--	--

**Applicant Privacy Notice**

**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 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.

