

Job description and person specification:**Public Affairs Adviser - EU**

With a history spanning over 100 years, Cruelty Free International has achieved so much. Bringing the issue of animal testing 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. 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.

Our dedicated team are experts in their fields, combining award-winning campaigning, political lobbying, pioneering investigations, scientific and legal expertise, and corporate responsibility. Educating, challenging, and inspiring others across the globe to respect and protect animals, we bring public and media attention to animals used in testing and, challenge decision-makers to make a positive difference, and champion better science and cruelty free living.

Our Leaping Bunny programme is the globally recognised cruelty free approval for cosmetics, personal care, household and cleaning products - known as the best assurance there is that a brand has made a genuine commitment to ending animal testing. We work in dynamic partnerships with approved brands across the globe, providing real choice for ethical consumers who want to identify and buy cruelty free products.

Widely respected as an authority on animal testing issues, we 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, driving change around the globe to make a difference for animals.

As the lead entity in a group of companies, Cruelty Free International works collaboratively with Cruelty Free International Trust and Cruelty Free Europe in the delivery of its consolidated business plan.

Proposed consultancy details:

Job title:	Public Affairs Adviser - EU
Role:	Consultancy position – time commitment negotiable
Duration:	Initial 12-month contract, with possibility to extend further
Location:	Based in Brussels, Belgium
Reporting to:	Head of Public Affairs – UK & EU
Salary:	Negotiable

2

Objective:

As a highly motivated and experienced Public Affairs Adviser specialising in animal protection, chemicals regulation, and related fields, you will be responsible for supporting the Head of Public Affairs (UK & EU) to advance our objectives to end animal testing across Europe, by leveraging their networks and extensive knowledge of EU affairs.

Your blended knowledge of public affairs and expertise in relationship building with stakeholders in key institutions and agencies across the EU political establishment will significantly advance the organisation's agenda to end animal testing worldwide.

Objectives

1. Strategic advice: Support the Head of Public Affairs (UK & EU) to develop political strategy in support of the organisations short, medium, and long-term objectives.
2. Committee Participation: Attend and monitor relevant EU parliamentary committees, debates, and discussions.
3. Stakeholder Mapping and Relationship Building: Identify, track, and build relationships with key stakeholders within the European Parliament in support of the organisation's strategy for change.

4. Engaging MEPs: Maintain a presence in the European Parliament to distribute briefings, collect responses, and engage with MEPs directly.
5. Meeting Coordination: Arrange and facilitate a programme of meetings with key stakeholders, including MEPs, their assistants, Commission officials and other relevant parties.
6. Intelligence Gathering: Serve as the "eyes and ears" of the organisation in Brussels, providing real-time updates and strategic insights on relevant developments.
7. Event Monitoring: Track and monitor key events, attending some in person and coordinating attendance for others as required.
8. Regular Updates: Provide frequent updates and reports to the UK-based management team on progress, insights, and any actions taken.
9. Coordination: Work closely with the UK management team to ensure alignment of activities and strategic objectives.
10. General support: provide miscellaneous support for the work of the Head of Public Affairs (UK & EU) and other senior colleagues across the organisation in the EU domain as required.

Personal Specification

Essential	Expertise/Competence/Skills
	<ul style="list-style-type: none">• Ability to develop and maintain professional relationships with external stakeholders and audiences.• Capable of working independently with minimal supervision, while being proactive in seeking out opportunities.• Excellent interpersonal skills, including the ability to take instructions, work well within a team, and build relationships with colleagues in different disciplines.• Ability to think strategically and provide insights that advance our organisational objectives.

- Highly organised, with the ability to manage multiple tasks and deadlines.
- Excellent communication skills, including with the ability to articulate complex issues clearly and persuasively.
- Collaborative approach, and the ability to work on own initiative in a fast-paced environment and manage competing priorities.
- Ability to present a professional and positive image of Cruelty Free International and other entities within the wider group of companies.
- A positive and flexible approach to work, and the willingness to work occasional unsociable hours and to travel as required, including to international events, as necessary.
- Strong networking abilities to engage effectively with MEPs, parliamentary assistants, and other stakeholders.

Qualifications (IT/Academic/Vocational)

- Educated to degree level or qualified by the equivalent work experience.
- Excellent working knowledge of the MS O365 software package, including Outlook, Word, Excel, and PowerPoint.

Experience

- Experience of developing and maintaining relationships with external partners and stakeholders.
- Experience of EU Affairs, and an in-depth knowledge of the machinery of EU affairs and politics.
- Experience of lobbying within the EU or working for an MEP, with a demonstrable network of contacts in the European Parliament and across EU institutions.
- Stakeholder Engagement: Proven ability to map, track, and build relationships with key stakeholders.

	<ul style="list-style-type: none"> • Excellent track record of handling multiple priorities and working to tight deadlines. • Strong understanding of animal protection issues and chemicals regulation within the EU context. • A commitment to and understanding of animal protection issues.
<p>Desirable</p>	<p>Expertise/Competence/Skills</p> <ul style="list-style-type: none"> • Knowledge of the process of policy-making and an understanding of the key players and drivers that affect change in a global context. • Passion for animal protection and a strong commitment to the cause of ending animal testing across Europe. • Ability to be present in Brussels as needed and adapt to changing priorities. <p>Qualifications (IT/Academic/Vocational)</p> <ul style="list-style-type: none"> • Familiarity with the charitable and not-for-profit sector. • Experience of working in a cause-based campaigning environment.

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).

6

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.

7

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

10

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.