

**Job description and person specification:****Public Affairs Assistant – EU & UK**

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 investigate and expose the reality of life for animals in laboratories, 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. More than 1,000 brands across the globe hold Leaping Bunny approval, 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 vacancy details

<b>Job title:</b>	<b>Public Affairs Assistant – EU &amp; UK</b>
<b>Role:</b>	<b>This is a full time and permanent position</b>
<b>Location:</b>	<b>Hybrid working, with attendance at our central London Hub, N7, for a 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 £27,000 per annum, depending on experience</b>
<b>Probation period:</b>	<b>Three months</b>

2

### 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
- 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

This is an exciting opportunity for a motivated and organised individual to join our public affairs team and support our work to end animal testing, with a strong focus on our work in the European Union. Working closely with the Head of Public Affairs – UK & EU, the Public Affairs Assistant – EU & UK will help coordinate and deliver our EU-focused advocacy work, including supporting our role as secretariat for the Cruelty Free Europe (CFE) partnership.

With an emphasis on the EU, you will support the Head of Public Affairs – UK & EU to develop and maintain professional relationships with key decision-makers and their staff by coordinating a regular programme of meetings and events. 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.

This role is ideal for someone with a strong interest in EU politics and animal welfare, who is looking to develop their career in public affairs and political advocacy, while also providing essential administrative support to the team.

### **Main Purpose of the Role and Key Responsibilities**

3

1. Assist the Head of Public Affairs – UK & EU to maintain a strong presence in the European Union and develop relationships which advance the organisation's public affairs objectives, by coordinating and supporting a programme of meetings and events with key politicians, opinion-formers, officials, and decision makers across the EU.
2. Assist in delivering strategies for lobbying and campaigning at the EU level and support the day-to-day management of public affairs activity.
3. Monitor legislative, policy, and parliamentary activity in the EU and identify opportunities, including in support of Cruelty Free International's role within Cruelty Free Europe (CFE).
4. Undertake research, including with the Science & Regulatory Affairs team, to ensure our work is underpinned by accurate information.
5. Support internal and external communications of advocacy messages and political developments.
6. Develop and maintain a working knowledge of EU parliamentary processes and institutions.
7. Maintain accurate records of MEPs and their offices to track engagement and support.
8. Assist in producing newsletters, briefings, and other communications for EU stakeholders.
9. Provide administrative support to the public affairs team, including:
  - Booking and coordinating travel and accommodation for meetings and events
  - Maintaining and updating databases and contact lists
  - Organising and maintaining well-ordered digital files and folders

- Supporting the smooth running of team operations and logistics

10. Undertake other duties consistent with the post as required by the Head of Public Affairs – UK & EU.

## **Person Specification**

### **Knowledge and Experience**

#### **Essential**

- Demonstrable interest in EU politics, public affairs, or advocacy
- Strong organisational and administrative skills
- Excellent written and verbal communication skills
- Good research and analytical skills
- Proficiency in Microsoft Office software
- Commitment to animal welfare and the aims of Cruelty Free International
- Willingness to travel within Europe as required
- Ability to manage diaries, coordinate travel, and maintain accurate records
- Experience in a public affairs, policy, or advocacy role (including internships or voluntary roles)
- Ability to work collaboratively within a team and across departments

#### **Desirable**

- Understanding of EU institutions and legislative processes
- Experience of working in or with NGOs or campaigning organisations
- Knowledge of issues affecting animals in laboratories
- Additional European language skills

### **Education and Qualifications**

- Qualification to degree level in a related subject or qualified by relevant experience in a related field.

## **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.



DRAFT