

Job description and person specification:

Public Affairs Adviser

Cruelty Free International is the leading organisation working to end animal experiments worldwide.

Our vision is a world in which no one wants or believes we need to experiment on animals. We believe there is no ethical justification for using animals in experiments. For over 100 years, we have championed progressive, humane scientific research and cruelty free living.

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.

Proposed vacancy details

Job Title:	Public Affairs Adviser
Role:	This is a full time and permanent position
Location:	Primarily remote working, and occasional attendance of our central London Hub
Reporting to:	Director of Public Affairs
Salary:	Competitive

Terms and conditions

Three-month probationary period, and a strong commitment to equality and diversity.

Benefits

- 12 month interest free season ticket loan
- 25 working days' paid holiday, in addition to Public Holidays' pro rata
- 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 Scheme
- Employee Assistance Programme

The role:

Working as part of the public affairs team, you will focus on promoting Cruelty Free International's objectives to government and parliamentarians and seek to maintain professional relationships with key decision-makers.

Deploying lobbying and communication skills, you will develop and maintain relationships with key players in the UK and know how to capitalise on parliamentary opportunities at Westminster and in the UK's devolved administrations for animals in laboratories.

Your strong research, analytical and written skills as well as political awareness will enable you to produce high quality briefing materials and resources to influence key decision makers. Your verbal and networking skills will enable you to put the right case, at the right time to the right person to influence change.

Key responsibilities:

1. To promote the organisation's objectives and its campaigns to UK ministers and MPs, parliamentarians across the world and in international bodies.
2. To develop and enhance relationships with key opinion-formers, officials and decision makers across the UK and international political landscape to advance the key campaign objectives of Cruelty Free International.
3. To arrange meetings with key parliamentarians, their staff, and officials.
4. To work with the Director of Public Affairs to develop public affairs plans.
5. To analyse government announcements, proposed regulations, policy initiatives and legislative developments, assessing their impact upon animals in laboratories and advising key colleagues on proposed strategy.
6. To monitor and influence the passage of relevant legislation, working with the Director of Public Affairs to reach ministers, MPs, and officials to ensure that the voice of laboratory animals is heard at all stages of the law-making process.
7. To keep abreast of relevant legislation, policy, and parliamentary activity affecting animals in laboratories, advising the Director of Public Affairs of significant developments.
8. To keep abreast of international developments affecting animals in laboratories, advising the Director of Public Affairs of significant developments.
9. In conjunction with the Director of Public Affairs, to develop and pursue initiatives, lines of argument and legislative amendments as required.
10. To research and prepare position papers, briefings, correspondence and amendments on key legislation and policy initiatives as required.
11. To work closely with colleagues across the organisation to ensure that all Cruelty Free International legislative work is underpinned by well-researched and accurate information and analysis.
12. To provide clear, accurate information to colleagues to enable the organisation to produce well-targeted and professional materials for external audiences as required.

- 13. To work with the Director of Public Affairs and colleagues to ensure that key lobbying messages are communicated effectively to staff, supporters and external audiences as required.
- 14. To maintain a strong working knowledge of government, parliamentary processes and practices in the UK and the devolved administrations, ensuring that colleagues are advised and supported as appropriate.
- 15. To develop and maintain regular communication with decision makers, including e-communication, newsletters, and other vehicles as appropriate.
- 16. To support the organisation of effective public affairs events.
- 17. At the request of the Director of Public Affairs, to undertake any other duties consistent with this post and assist with other areas of work as required.

Personnel Specification:

Essential	Expertise/Competence/Skills
	<ul style="list-style-type: none"> • Excellent interpersonal skills, including the ability to build and maintain positive and productive relationships with parliamentarians, decision makers and other organisations. • First class written and verbal presentations skills to effectively present Cruelty Free International’s message at a variety of levels and to a variety of audiences. • Strong and proven organisational and problem-solving skills with the ability to prioritise workloads, manage multiple tasks to meet deadlines. • Developed research and analytical skills and the ability to draft high quality briefings, parliamentary questions, letters, reports

and amendments as required.

- Excellent IT skills, including expertise in Outlook, Word, Excel and PowerPoint.
- A proven self-starter with the ability to take instructions and to work well within a team and with colleagues in different disciplines across the whole organisation.

Qualifications (IT/Academic/Vocational)

- Educated to degree standard or equivalent in a relevant discipline, for example International Relations, Political Science, Diplomacy, Law etc. or equivalent work experience.
- Excellent computer skills and an advanced user the MS Office 365 software suite.

Experience

- Track record of working in a similar role, working with and influencing key players in government and key agencies in the UK and/or the devolved administrations.
- Demonstrable experience of using parliamentary processes to create change in policy, legislation and practice.
- Demonstrable experience of developing and maintaining strong relationships with key opinion formers and decision makers across the political spectrum.
- Experience of lobbying civil servants and politicians and other key influencers.
- Expertise in producing and using high-quality documents and briefings.
- Experience of working within a multi-disciplinary team of staff.

	<ul style="list-style-type: none">• Knowledge of parliamentary and policy development processes and how to use them to create change for animals in laboratories.• Good administrative skills, including contact database management.• Knowledge of domestic and international human rights law and mechanisms.• Knowledge of UK domestic law, policy and institutions affecting animals in laboratories. <p>Specific Qualities</p> <ul style="list-style-type: none">• An understanding of the external and political context of animal testing issues.• Commitment to animal welfare and sympathetic to the vision, mission and values of Cruelty Free International.• A positive and flexible approach to the work.
Desirable	<ul style="list-style-type: none">• Experience of measuring impact of public affairs work• Experience of integrating public affairs work with media and campaigns.• 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.

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 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.

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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.