

<b>Job Title:</b>	Public Affairs and Communications Advisor (two positions: 1 permanent and one maternity cover for 1 year, both starting from September 2021)
<b>Department:</b>	Policy, Campaigns Dept
<b>Reviewing Manager:</b>	Head of CIWF EU
<b>Location:</b>	Brussels, remote working may be considered

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### 1. OVERALL OBJECTIVE(S) OF THE POST

The purpose of this role is to help end factory farming. This role will contribute by:

- Delivering communications, lobbying and advocacy work within a portfolio of issues set by the Head of CIWF EU
- Supporting relationships and ways of working between the Brussels team and the teams at HQ
- Supporting the profile of Compassion's work in Brussels, by developing communications materials – such as press releases, web news, social media assets and leaflets
- With guidance, preparing outreach materials for the European Commission, Parliament and Council and other EU institutions – such as letters, briefings, position papers, contributions to public consultations and voting recommendations
- Support outreach to a variety of external stakeholders
- Supporting the Head of CIWF EU and the development of the Brussels office by undertaking administrative, operational and office management tasks.

### 2. POSITION IN ORGANISATION

- Report to the Head of CIWF EU
- May supervise the work of interns and students
- Works closely with other members of the EU Office and the European Campaigns team

### 3. SCOPE OF JOB

- To support, and take responsibility for some parts of plans and opportunities for Compassion's establishment and growth in Brussels
- To maintain excellent relationships between the EU Office team and the teams at HQ, ensuring effective communication and ways of working
- To work on Compassion events, both physical and virtual where appropriate, under the guidance of the Head of CIWF EU
- To deliver the office administration and legal requirements of the Brussels office, with support from HQ and Head of CIWF EU
- To use of CIWF systems in all aspects of the office's work, including Document Manager, Outlook, Teams, Salesforce, NetSuite and new systems.

### 4. DIMENSIONS & LIMITS OF AUTHORITY

- May recommend expenditure within budget within global policies and with Head of CIWF EU oversight
- May select suppliers
- May take responsibility for certain projects and tasks

## 5. PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Proven Ability, Qualifications & Training	
<ul style="list-style-type: none"> <li>• Proven experience in political communications or public affairs influencing for change with governments or intergovernmental institutions</li> <li>• Experience in creating communications materials for a variety of audiences</li> <li>• Experience in organising meetings, events and webinars</li> <li>• Experience in the charity/third sector</li> <li>• Experience in working with internationally based teams</li> <li>• Fluent in English</li> <li>• Good IT skills including Microsoft Office applications and Internet</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in working with EU institutions or officials</li> <li>• Network of contacts and relationships within the EU institutions</li> <li>• Fluent or proficient in other European languages</li> <li>• Educated to degree level or higher</li> </ul>
Skills, Knowledge & Attributes	
<ul style="list-style-type: none"> <li>• Excellent communication skills – written, oral and presentation</li> <li>• Excellent analytical skills</li> <li>• Excellent organisational skills and ability to undertake operational tasks</li> <li>• Able to persuade external parties to make key decisions by using a range of information and persuasive techniques</li> <li>• Ability to work well with others as well as on own initiative</li> <li>• Able to manage your own workload and prioritise effectively</li> <li>• Takes responsibility for specific projects and tasks</li> <li>• Sensitive to social and cultural issues</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of farm animal welfare and/or food and farming sector issues</li> <li>• Knowledge of campaigning strategies and techniques</li> <li>• In depth knowledge of policy and political process at EU level</li> </ul>

## 6. ADDITIONAL TASKS

To assist with other departmental duties where necessary, as listed below:

- As part of your employment and Covid-19 permitting, you may be required to travel anywhere within the world in order to carry out the duties of your employment
- Due to the nature of the role, there may be a requirement to carry out some work out of office hours. This work is to be arranged in accordance with procedures
- Take due and reasonable care of oneself and others in respect of Health & Safety at Work
- Act in accordance with the principles of Compassion in World Farming's Ethical Policy
- In all work activities, comply with data protection legislation and Compassion in World Farming's requirements for the protection of personal information and the privacy of individuals
- Provide formal and informal training at the request of your line manager, senior manager or a director, on your areas of expertise, to other members of staff, work experience students, trustees etc.
- The job description is not exhaustive and you may be asked to carry out additional tasks which are appropriate to your job role, as required by your line manager