

Post Holder:	Full time permanent position
Job Title:	Policy Officer
Department:	Policy, Campaigns Dept
Reviewing Manager:	Head of CIWF EU
Location:	Brussels, hybrid working at least 2 days in office

1. OVERALL OBJECTIVE(S) OF THE POST

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

- Delivering advocacy and communications 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 the organisation's work in Brussels
- With guidance, preparing outreach materials for the European Commission, Parliament and Council and other EU institutions and stakeholders – such as briefings, position papers, contributions to public consultations and voting recommendations
- Outreach to a variety of external stakeholders
- Supporting the Head of CIWF EU and the development of the office by undertaking administrative, operational and office management tasks.

2. POSITION IN ORGANISATION

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

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
- Actively support the promotion and delivery and embedding of equality, inclusion and diversity.