

<b>Post Holder:</b>	Two full-time positions for one year, extension subject to funding renewal
<b>Job Title:</b>	Policy Officer
<b>Department:</b>	Policy, Campaigns Dept
<b>Reviewing Manager:</b>	Head of EU Office
<b>Location:</b>	Brussels, hybrid working 2 days per week in the office. Fully remote working to be considered.

## 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 work within a portfolio of issues set by the Head of the EU Office
- 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
- Under guidance, reaching out to policymakers and preparing outreach materials targeting the EU institutions and other relevant stakeholders
- Networking with external stakeholders
- Working with the team to organise events
- Keeping our database with contacts up-to-date
- Supporting the EU office by undertaking administrative, operational and office management tasks

## 2. POSITION IN ORGANISATION

- Reports to 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
- With guidance, to work on CIWF events, both physical and virtual where appropriate
- 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 oversight
- May select suppliers
- May take responsibility for certain projects and tasks

## 5. PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<b>Proven Ability, Qualifications &amp; Training</b>	
<ul style="list-style-type: none"> <li>• Proven experience in public affairs influencing for change with governments or intergovernmental institutions</li> <li>• Experience in creating policy materials for a variety of audiences</li> <li>• Experience in organising meetings, events and webinars</li> <li>• Experience in the non-profit 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> <li>• Educated to degree level or equivalent</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 Masters' degree level or higher</li> </ul>
<b>Skills, Knowledge &amp; Attributes</b>	
<ul style="list-style-type: none"> <li>• Excellent interpersonal skills and ability to fit in well with our existing team</li> <li>• Knowledge or interest in farm animal welfare and/or food and farming issues</li> <li>• Excellent analytical skills</li> <li>• Excellent organisational skills and ability to undertake operational tasks</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>• Able to persuade external parties to make key decisions by using a range of information and persuasive techniques</li> <li>• Knowledge of campaigning strategies and techniques</li> <li>• In depth knowledge of the EU level political process</li> <li>• Excellent communication skills – written, oral and presentation</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