

Job Title: Food Business Manager

Department: Food Business

Reviewing Manager: Head of Food Business

1. SCOPE OF JOB

- Responsible for managing the Food Business engagement programme with an agreed target group of food companies in the EU. This position currently has a particular focus on retailers.
- Development of individual and team work pipeline: creating leads, developing opportunities and delivering against Awards and project targets
- Monitor trends and developments in the retail sector relating to ethical food supply chain issues, consumer preferences, labelling and information
- Co-ordinate on-going advisory projects with food companies to deliver improved farm animal welfare policies and practices
- Support the management of Food Business programme events as required, such as business roundtables and conferences
- Collaborate with third parties, such as other NGOs, where this enables delivery of programme objectives

2. POSITION IN ORGANISATION

- Reports to the Head of Food Business
- Maintain excellent working relationships with leading food companies, other NGOs and other relevant stakeholders.
- Collaborate with the Food Business Marketing Communications Manager and Research Manager to obtain the necessary technical support or professional skills related to partnership work.
- Manage expenditure for engagement and specific activities with companies as agreed with Head of Food Business
- Liaise with Food Business Director as required
- Develop and maintain good working relationships with all members of staff
- Develop strong and effective working relationships with the Research, Campaigns and Media teams

3. PERSON SPECIFICATION

Requirements to carry out the job effectively (and which may be developed). The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A good oral and written communicator with strong strategic influencing skills
- Able to provide a compelling case for action to motivate and enthuse companies, consumers, NGOs and other stakeholders
- Able to develop multiple workflows to deadline and within budget, and have a problem solving 'can do' attitude
- Proactive about taking the initiative to execute strategy into action and onto results
- A driven self-starter, who can work on their own as well as in a team
- Experience in of initiating and managing complex projects with external partners is essential
- Possess a commercial understanding of the issues, practices and strategy in sustainability and CSR and/or farm animal welfare within the food supply chain
- Strong knowledge or experience of working within the food industry is highly desirable, particularly in areas such as procurement, marketing, sales or CSR

- Experience of working in a bilingual environment, including translating information and work programmes to suit different markets, a distinct advantage

ESSENTIAL	DESIRABLE
Knowledge	
<ul style="list-style-type: none"> • Fluent in English to business level • Demonstrable knowledge of account management or partnership development • Experience of working in or with the food industry • Understanding of key animal welfare issues 	<ul style="list-style-type: none"> • Proficiency in another European language, particularly German • Knowledge of technical issues related to farm animal welfare • Extensive know-how of supply chain management, buying or CSR within food or other retail industry • Demonstrable knowledge of sales, marketing or communications
Education / Qualifications & Training	
<ul style="list-style-type: none"> • Educated to Degree level 	<ul style="list-style-type: none"> • Degree in a related subject, animal based or business related
Skills & Abilities	
<ul style="list-style-type: none"> • Proven relationship management skills; including internal and external customer service • Proven project management skills • Strong interpersonal and communication skills, both oral and written • Effective time management with the ability to prioritise, and manage concurrent workstreams, to ensure deadlines are met • Ability to work on own initiative, and to work both independently and as part of a team • Good IT skills including Microsoft Office applications and Internet • Able to implement recommendations in support of goals • Ability to influence, and to adopt a firm yet diplomatic approach in challenging situations 	<ul style="list-style-type: none"> • Ability to influence at a senior level • A creative approach with the ability to develop new ideas • Ability to analyse data and provide recommendations • Working experience of 'Salesforce'
Personal Qualities	
<ul style="list-style-type: none"> • Positive disposition • Team player • Energetic • Well organised • Approachable and adaptable 	<ul style="list-style-type: none"> • Innovative and creative

4. ADDITIONAL TASKS

- Assist with other departmental duties where necessary
- Take due and reasonable care of oneself and others in respect of Health & Safety at Work
- Act in a manner that enhances the work of the Compassion in World Farming and its overall public image
- 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 etc.
- Contribute to the overall aims of Compassion in World Farming
- Take initiative to establish constructive relationships with other organisations in liaison with your line manager
- Work on projects / tasks as specified by the Management / Directors
- Attend and participate in meetings
- The job description is not exhaustive and you may be asked to carry out additional tasks which are appropriate to your experience, as required by your line manager
- 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

SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

The following information is intended as a useful guide to applicants considering joining Compassion in World Farming. Full details are supplied with an offer of appointment.

1. Eligibility to work in the UK

In order to comply with legal requirements, as part of our selection procedure we ask all potential employees to prove their eligibility to work in the UK.

2. Hours

The basic working week is 37 hours. Normal office hours are between 9:00 and 5:30 Monday to Thursday and 9:00 and 5:00 Friday, with a one hour lunch break each day.

It may be necessary on occasions to work additional hours according to operational need. On these occasions, we may offer Time Off In Lieu (TOIL).

3. Salary

Candidates will normally be offered a starting salary appropriate to their qualifications and experience as indicated in the advertisement.

Salaries are paid on the 28th of each month by credit transfer to a bank or building society account.

4. Holidays

The holiday entitlement is 25 days per calendar year (1 April to 31 March) rising to 27 days after 5 years service. Bank and Public holidays are taken in addition to this.

5. Probationary period

The first six months of employment will be counted as a probationary period.

6. References

An offer of employment will be subject to the receipt of satisfactory references. We require two employment references, one of which must be from the present or most recent employer. These should, if possible, cover a period of at least the last five years.

7. **Other benefits**

These include a healthcare cash plan, pension contribution, childcare vouchers, season ticket loan, Cycle2Work bike scheme, payroll giving, buying additional leave, flexible working, free car park (first come first served availability), situated next to Godalming train station, contribution awards and long service awards.

A) STRUCTURE OF THE FOOD BUSINESS TEAM

