



Post Holder: Vacant

Job Title: **Research Officer**

Department: Campaigns

Reviewing Manager: Head of Policy

Part 1: JOB PROFILE

1. OVERALL OBJECTIVE(S) OF THE POST

The purpose of this role is to help end factory farming using scientific knowledge to bring about positive change. The objectives of the role are:

- To contribute to, and assist in developing the organisation's campaigns, liaise with associated consultants and develop research and information-based resources for diverse audiences, as directed by the Head of Policy and in accordance with Compassion's strategic goals
- Advocate the case for dismantling factory farming to agreed academic and technical bodies.

2. POSITION IN ORGANISATION

- Reports to Head of Policy
- Close liaison with Research and Education Manager, Campaigns staff and Supporter Engagement Team (SET)
- Liaison with other organisational functional areas including Food Business, IT, Fundraising and Accounts staff when required
- Liaison with academic consultants from diverse disciplines (e.g. economics, welfare science, sustainability) when required
- Liaison and collaboration with external offices and international representatives, international stakeholders and other persons at all levels when required

3. SCOPE OF JOB (These are expanded on in Section 6)

- Development and delivery of Compassion's technical and information resource needs including briefings and information for the website
- Responding to, and managing, queries generated by the SET and other internal and external sources (with assistance from other staff, particularly the Research and Education Manager, as necessary)
- Responsible for managing day-to-day administrative tasks such as (but not limited to) ordering of papers, tracking conference attendance, co-ordinating and disseminating conference feedback, managing input to data-managements programmes (e.g. Document Manager, InfoRouter, Asset Bank) and managing subscriptions
- Contribute to research projects from implementation to evaluation, in line with Compassion's strategic plan, when required and as directed by the Head of Policy
- Contribute to enhancing the scientific analysis underpinning the design and delivery of Compassion's campaigns
- Work with other departments, including colleagues in our international offices, to develop and implement integrated projects, including knowledge management, resource development, marketing and distribution
- Liaise with a diverse range of stakeholders including supporters, media, academics, government officers, food industry and farmers if required

4. PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Knowledge	
<ul style="list-style-type: none"> • Proven knowledge of farm animal welfare science • Proven knowledge of farm animal management standards and practices • Good knowledge or a desire to learn about sustainable development and global environmental issues as relates to livestock. 	<ul style="list-style-type: none"> • Good knowledge of the food, farming or related industries • Good knowledge of economic aspects of farming in relation to welfare and sustainability
Education / Qualifications & Training	
<ul style="list-style-type: none"> • Educated to BSc level with additional relevant experience, e.g. work experience in animal welfare, agriculture or environmental fields • Scientific research methodology 	<ul style="list-style-type: none"> • Higher degree in relevant subject • Additional relevant academic, industry or charity sector work experience • Information management • IT skills
Skills and Abilities	
<ul style="list-style-type: none"> • Excellent written English • Proven scientific research and critical analysis skills • Ability to present academic material in formats suitable for different audiences • Proven written, verbal and communication skills for diverse audiences • Proven computer skills including Microsoft Office applications and skilled in intelligent use of internet resources • Effective time management with the ability to prioritise to ensure deadlines are met • Able to work independently on own initiative and as part of a team • Proof reading / close attention to detail 	<ul style="list-style-type: none"> • Project management skills • Verbal presentation skills for diverse audiences • Ability to work in other European languages (esp. Dutch, German, French, Italian, Polish or Spanish) • Good understanding or a desire to learn about diverse global social and cultural issues
Personal Qualities	
<ul style="list-style-type: none"> • Team player • Trustworthy and professional • Diplomatic • Organised • Demonstrates initiative • Innovative and creative • Positive • Approachable and adaptable • Forward thinking 	
Other	
<ul style="list-style-type: none"> • Sympathetic to the goals of Compassion in World Farming 	

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| <ul style="list-style-type: none"> • Prepared to assist with other projects and organisational activities such as conferences, events etc. | |
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Part 2: DUTIES AND KEY RESPONSIBILITIES

5. PRIMARY RESPONSIBILITIES

Essential duties and responsibilities include the following: Other duties may be assigned.

Provide technical support for the Campaigns Team, as directed by the Head of Policy – 40%

- Contribute to the technical science base for the Campaigns team
- Conduct research, desk-based or in the field, required to support key campaigns
- Write or contribute to reports, briefings, online material and other resources, managing their dissemination as appropriate
- Build and maintain constructive relationships with key consultants and other external stakeholders in the scientific, technical and related policy environments
 - Contribute to the organisation's project development and evaluation activities from a scientific perspective
 - Ensure effective communication between the department and other internal and external stakeholders
 - Report any issues to the Head of Policy in a timely manner

Provide technical support to help deliver Compassion's internal science and information resource needs – 35%

- Ensure effective information resources are available for key audiences
- Assist other departments and Compassion's international offices with queries and research inquiries
- Ensure factual accuracy of Compassion's documents and other resources
- Ensure effective communication is maintained with strategic level directors via the Head of Policy

Support effective communication with diverse audiences via a range of media, including web pieces, reports, journal articles, press and media copy and video - 15%

- Help develop clear agreed briefs, work plans and budgets for resources to be developed as required
- Help plan, develop and deliver resources which meet the wider organisation's information requirements
- Liaise with consultants to develop research and content for communications e.g. reports as required
- Liaise effectively with other departments to ensure production of resources which meet the organisation's requirements
- Research, write or contribute to briefings and other online material in addition to that required for key campaigns in order to educate or inform the public
- Help to ensure key Compassion briefings, reports and other resources are effectively disseminated online or by other means where appropriate

Work with other departments and international offices to develop and implement integrated projects, including resource development, marketing and distribution – 5%

- Ensure regular and effective liaison and communication with other departments in planning, developing, implementing and evaluating projects when required
- Participate in campaign working groups
- Input technical teams of the organisation to ensure the technical knowledge base of the organisation

Represent Compassion in a wide range of environments, including academic, policy and the media – 5%

- Help provide technical and policy comment to journalists and the wider media when required
- Help ensure research resources can respond quickly and effectively to media queries
- Attend meetings, give presentations / papers / other communications on behalf of Compassion in academic, policy and other environments as directed by the Head of Policy
- Attend conferences to increase and update the knowledge base of the organisation

6. ADDITIONAL TASKS

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

- As part of your employment 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