

Post Holder: vacant

Job Title: Public Affairs Officer

Department: Policy, Campaigns Dept

Reviewing Manager: Head of CIWF - EU

1. OVERALL OBJECTIVE(S) OF THE POST

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

- Delivering lobbying and advocacy work within a portfolio of issues set by the Head of CIWF – EU, with a main focus on the European Citizens' Initiative (ECI) to End the Cage Age
- Co-ordinating advocacy activities for a Network of NGOs that supports the ECI
- Conducting desk research and drafting policy documents
- 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 newsletters, social media, leaflets etc.
- Influencing the European Commission, Parliament and Council and other EU institutions (i.e. EESC) and permanent representations through guided lobbying activity
- Working with civil society organizations and other stakeholders in those sectors relevant to Compassion's work
- 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

- Reports to the Head of CIWF EU
- May supervise the work of interns and students
- Works closely with all members of 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 Brussels team and the teams at HQ, ensuring effective communication and ways of working
- To represent CIWF in the media, at meetings, and at strategic forums as appropriate
- To work on Compassion events in Brussels, 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, Skype, 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"> Experienced at working in a public affairs/policy role and influencing for change with Governments or intergovernmental institutions Experience of working in the charity/third sector Proven ability in representing an organisation in meetings and other fora Experience of 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 network co-ordination Experience in media outreach, such as sending press releases Experience in drafting policy documents, such as open letters Experience of working with EU institutions or officials Network of contacts and relationships with MEPs, or Commission officials Fluent or proficient in other European languages Ability to create communications materials for a variety of audiences Educated to Master's degree level or higher
Skills, Knowledge & Attributes	
<ul style="list-style-type: none"> Excellent communication skills– written, oral and presentation Able to persuade external parties to make key decisions by using a range of information and persuasive techniques Adequate knowledge of policy and political processes at EU level Ability to communicate effectively internally at different levels Ability to manage relevant operational and budget tasks appropriately 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

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