

Job Description

Job Title:	European Corporate Account Manager (Maternity Cover)
Department:	Food Business
Reviewing Manager:	Head of Food Business
Term:	One year Fixed Term Maternity Cover
Salary:	c.£35,000 (dependent upon experience)

1. SCOPE OF JOB

- Engage with top European food businesses to raise the baseline standards of farm animal welfare in food production.
- Identify, create and drive sector wide strategic business solutions, through structured approaches, new business development and results driven engagement.
- Influence commercial stakeholder decisions by optimising Compassion's suite of tools and services as part of our Food Business "offer to businesses".
- Drive impact for animals through management of total supply chain - knowledge of food supply chains would be highly advantageous
- Be a key part of the corporate engagement team which has set itself the goal of being the 'go to' NGO on farm animal welfare, rising to varied and inspiring challenges, and delivering against awards and programme targets.
- Assist in the organisation of key Food Business programme events as required, such as business roundtables, forums 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 Director of Food Business, Marketing Communications Manager and Research Manager to obtain the necessary technical support or professional skills related to corporate partnership work.
- Manage expenditure for engagement and specific activities with companies as agreed with Head of Food Business.
- Develop and maintain good working relationships with all members of CIWF 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). Those listed below are representative of the knowledge, skill, and/or ability required for this role:

- 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 of procurement, marketing, sales or CSR.
- Knowledge and understanding of food supply chains.
- Experience in of initiating and managing complex projects with external partners is essential.
- Proactive about taking the initiative to execute Food Business strategy, actioning individual objectives with starter/finisher competence.
- Able to construct a compelling case for action to motivate and enthuse food companies and other stakeholders to support higher welfare farming systems.
- Able to develop and deliver multiple workflows to deadline and within budget, and have a problem solving, 'can do' attitude.
- A driven self-starter who can work autonomously, as well as part of a team.
- Experience of working in a bilingual environment, including translating information and work programmes to suit different markets, a distinct advantage.

- Ability to extensively travel.

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 • Good understanding of influences within a food supply chain • Commercially astute - able to work through commercially viable solution approaches • Experience in developing new business strategies for outreach 	<ul style="list-style-type: none"> • Knowledge of technical issues related to farm animal welfare • Extensive knowledge of supply chain management, food procurement, or CSR within food or another retail industry • Demonstrable knowledge of sales, marketing or communications • Proficiency in another European language, particularly German or Polish
Education / Qualifications & Training	
<ul style="list-style-type: none"> • Educated to Degree level 	<ul style="list-style-type: none"> • Degree in a relevant subject (animal or business related)
Skills & Abilities	
<ul style="list-style-type: none"> • Proven relationship development and management skills; including internal and external customer service • 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 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' • Proven project management skills
Personal Qualities	
<ul style="list-style-type: none"> • Positive disposition • Team player • Energetic • Well organised • Approachable and adaptable • Solutions orientated • Proactive • Ability to extensively travel international in domestic market 	<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 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 guidance or 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 the initiative to establish constructive working relationships with other organisations in liaison with your line manager.
- Work on projects / tasks as specified by the Management / Directors.
- Participate in external and internal 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 outside of normal office hours. This work is to be arranged in accordance with Food Business processes and 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). Bank and Public holidays are taken in addition to this.

5. **Probationary period**

The first three 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.