

Job Title:	Food Sustainability Manager
Department:	Food Business
Reviewing Manager:	Senior Project Manager (Food Sustainability)
Job Type:	Full-time /Permanent
Location:	Godalming, Surrey

Background:

Compassion in World Farming was founded in 1967 by Peter Roberts, a British dairy farmer, in response to the development of intensive livestock production. In his lifetime, Compassion was instrumental in the legislative bans on barren battery cages, veal crates, and sow stalls in the UK and Europe, and the in the recognition of animals as sentient beings. Today, we are the leading international farm animal welfare charity, campaigning to end factory farming and improve the lives of farm animals through advocacy, lobbying for legislative change, and driving corporate policies and practices. Our Food Business programme delivers impact for animals by raising baseline standards throughout the supply of leading food companies, and via our newly launched Rethinking Food programme, we aim to drive corporate meat reduction strategies and targets in line with future food requirements.

Part 1: JOB PROFILE

1. OVERALL OBJECTIVE(S) OF THE POST

The purpose of this role is to help develop and manage a 'protein rebalancing tool' to drive corporate reduction strategies and targets in the production and consumption of meat, fish, dairy and eggs in line with Compassion's goals and the broader sustainability agenda. Importantly, you will be the Food Business internal expert on protein diversification and food system change.

2. POSITION IN ORGANISATION

- Reports to the Senior Project Manager (Food Sustainability).
- Develops strong and effective working relationships with the Global Food Business team to develop the rebalancing tool and supporting resources/materials.
- Works in collaboration with the Sustainable Food Specialist, Project Manager [Supermarket Survey] and Head of Food Business Research (to be appointed) to connect environmental and animal impact measures.
- Liaises with Food Business Managers working on meat reduction and protein diversification.
- Liaises with other managers working on food system change across the organisation.
- Develops strong and effective working relationships with key individuals in leading food companies and a cross-section of industry, as well as other relevant stakeholders, including relevant NGO's, institutes, and all members of Compassion staff.

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

- Monitor and report on the global protein diversification market, including innovation in modern foods
- Build and deliver the rebalancing tool
- Ongoing data management and delivery of the associated annual protein rebalancing benchmark
- Provide technical support to the Food Business team on protein diversification and food system change
- Contribute to the continued evolution of Compassion's Rethinking Food strategy

4. DIMENSIONS & LIMITS OF AUTHORITY

- Responsible for day-to-day management and implementation of the rebalancing tool and associated benchmark and resources/materials
- Contributes to departmental and cross-organisational planning, project management and implementation

5. PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Proven Ability, Qualifications & Training	
<ul style="list-style-type: none"> • Fluent in English to business level • Educated to degree level or equivalent in a relevant discipline, such as agriculture or sustainability related field • Demonstrable experience of data management, analysis and reporting, preferably with an understanding of weighting and scoring systems • Use of online tools such as online database platforms • Demonstrable understanding of key food sustainability issues • Experience working in or with the food industry, farming or related industries 	<ul style="list-style-type: none"> • Proficiency in another European language (French, Italian or German) • Proficient in the use of Salesforce • Familiarity with sustainability reporting frameworks such as the Global Reporting Initiative
Skills, Knowledge & Attributes	
<ul style="list-style-type: none"> • Proven ability to construct surveys from scratch, analyse data and provide recommendations • Strong interpersonal and communication skills, both oral and written • Excellent IT skills including Microsoft Office applications, Internet and online data tools • Proven ability to plan and manage multiple workstreams to deadline, completing tasks fully to a high quality and with close attention to detail. • Able to work independently on own initiative and as part of a small working team / cross functionally • Experience of initiating and managing projects with external partners • Ability to travel • Identifies the needs of others; uses effective approaches, styles and information to persuade others to agree to a proposal / commitment • Well organised team player. Approachable and adaptable with a confident, polite and positive disposition 	<ul style="list-style-type: none"> • A good working knowledge of the food supply chain • Ability to develop frameworks for change • A creative approach with the ability to develop new ideas • Relationship management skills • Knowledge of farm animal welfare issues • Knowledgeable and sensitive to diverse global social and cultural issues • Knowledge of sales, marketing or communications

Part 2: DUTIES AND KEY RESPONSIBILITIES

6. PRIMARY RESPONSIBILITIES

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

Monitor and report on global protein diversification market including innovation in modern foods

- To provide and maintain an overview of the global protein diversification market and innovations in modern foods
- To liaise with Food Business Managers and other key staff across the organisation on key developments and ensure resources are kept up to date
- Support internal research on food system sustainability

Build and deliver a framework for change

- **Rebalancing tool:** further develop the thinking behind the Rebalancing Tool ensuring it delivers a framework for change towards meat reduction in line with Compassions target. Suggested stages to include:-
 - Conduct initial briefing sessions with key food businesses
 - Identify, test and evaluate survey questions
 - Consult on data captured with the wider team and develop corresponding metrics
 - Finalise data metrics and build supporting IT functionality
- **Benchmark:** build and deliver an annual benchmark of corporate progress towards reduction (including progress towards high animal welfare). To include the development of questions and scoring, on-line submission, data analysis and reporting
- Collaboration with any contractors and suppliers for the development of the tool

Ongoing data management and delivery of the annual benchmark

- Manage the ongoing data capture from the onboarding process
- Amalgamate and analyse data for benchmarking
- Produce progress reports showing impact against target

Provide technical support to the Food Business Team on protein diversification and food system change

- Deliver summary reports to both an internal and external audience as required
- Accompany the Senior Project Manager and/or Food Business Managers in external meetings with food businesses to ensure continual improvement and relevance of the rebalancing tool
- Conduct feedback meetings in collaboration with relevant Food Business Managers
- Assist in the development and production of supporting materials such as the resource pack to assist food businesses in implementing a protein rebalance and adopting the benchmark
- Support Rethinking Food events as required, such as business webinars, roundtables and conferences

Contribute to the continued evolution of Compassion's meat reduction strategy

- To input into the strategic development of the Rethinking Food Programme during both the annual planning process and regular programmatic steering meetings

7. CIWF Values

Core Values

Treats people with dignity & respect

Maintains high ethical standards

Demonstrates commitment to Compassion in World Farming's mission and goals.

Core Competencies

Communication – level 2

Working with People – level 2

Drive for results – level 2

Functional Competencies

Applying technical knowledge -level 2

Analysing – level 2

Creating and innovating – level 2

8. ADDITIONAL TASKS

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

- 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.
- 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
- 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
- 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