

Job description and person specification:
Regional Advocacy & Policy Adviser (Asia)

Cruelty Free International is the leading organisation working to create a world where nobody wants or believes we need to experiment on animals.

Our dedicated team are experts in their fields, combining award-winning campaigning, political lobbying, pioneering undercover investigations, scientific and legal expertise and corporate responsibility. Educating, challenging and inspiring others across the globe to respect and protect animals, we investigate and expose the reality of life for animals in laboratories, challenge decision-makers to make a positive difference for animals, and champion better science and cruelty free living.

We are widely respected as an authority on animal testing issues and are frequently called on by governments, the media, corporations and official bodies for advice or expert opinion. We work professionally, building relationships with politicians, business leaders and officials, analysing legislation and challenging decision-making panels around the globe to act as the voice for animals in laboratories.

With a history spanning over 100 years, Cruelty Free International has achieved so much for animals. Bringing the issue to public attention with our dynamic and determined approach, we have inspired generations of politicians, decision-makers and compassionate people to make a difference for animals used in experiments. As the problem has grown, we have stepped up to meet the challenge across the world, placing the issue on the global agenda for the first time. We have saved many thousands of animals from a life of suffering in laboratories, and together we can do so much more.

Established in 1898, Cruelty Free International is firmly rooted in the early social justice movement. Our founder, Frances Power Cobbe, was a formidable women's rights campaigner and philanthropist. Previously known as the 'British Union for the Abolition of Vivisection' or 'BUAV', today Cruelty Free International is the leading organisation working globally to consign animal experiments to the history books.

Proposed vacancy details

Job title:	Regional Advocacy & Policy Adviser (Asia)
Role:	This is a full-time & permanent position
Location:	London-based Hub, and potential for remote working
Reporting to:	Director of Public Affairs
Salary:	Negotiable
Probation period:	Three months

Benefits:

- 12 month interest free season ticket loan
- 25 working days' paid holiday pro rata, in addition to Public Holidays'
- Employer's Ethical Investor's Stakeholder Pension Scheme
- Generous training and professional development allowance
- Flexible working
- Childcare Voucher Scheme
- Ride-to-Work Bicycle Scheme
- Staff Retention Scheme

Objective:

Working as part of the public affairs team, you will focus on promoting Cruelty Free International's objectives to government, parliamentarians and regional organisations in Asia.

Deploying research, lobbying and communication skills, you will develop and maintain relationships with key players in the region. Your strong research, analytical and written skills will enable you to produce high quality briefing materials and resources to influence key decision makers. Your verbal and networking skills and area knowledge will enable you to put the right case, at the right time to the right person to influence change.

Key Responsibilities:

General

1. To promote Cruelty Free objectives and campaigns to decision-makers and influencers in the region.
2. To develop and enhance relationships with opinion formers and decision makers to advance the key campaign objectives of Cruelty Free International.
3. To arrange and attend meetings with key parliamentarians, their teams and officials.
4. To analyse government announcements, proposed regulations, policy initiatives and legislative developments, assessing their impact upon animals in laboratories and advising key colleagues on proposed strategy.
5. To monitor and influence the passage of relevant legislation, working with ministers, MPs and officials, to ensure that the voice of laboratory animals is heard at all stages of the law-making process.
6. To keep abreast of relevant legislation, policy and parliamentary activity in the region affecting animals in laboratories, advising the Director of Public Affairs of significant developments.
7. In conjunction with the Director of Public Affairs, to develop and pursue initiatives, lines of argument and legislative amendments as required.
8. To research and prepare position papers, briefings, correspondence and amendments on key legislation and policy initiatives as required.
9. To work closely with colleagues across the organisation to ensure that all Cruelty Free International legislative work is underpinned by well researched and accurate information and analysis.
10. To provide clear, accurate information to colleagues in communications roles to enable the organisation to produce well targeted and professional materials for external audiences as required.
11. To work with the Director of Public Affairs and colleagues to ensure that key lobbying messages are communicated effectively to staff, supporters and external audiences as required.

- 12. To maintain a strong working knowledge of government, parliamentary processes and practices, ensuring that colleagues are advised and supported as appropriate.
- 13. To build or contribute to key advocacy and research initiatives that could be implemented at country and regional levels in Asia.
- 14. To document critical sector issues and lessons learnt across initiatives in Asian countries.
- 15. To engage in analytically sound monitoring and evaluation that helps strengthen Cruelty Free International’s ability to analyse its own work and relevant work done by other organisations, and translate these into changes that will make its programme work more efficient and more sustainable, and provide a greater contribution to ending animal testing.
- 16. To contribute to in-country partnerships for advocacy.
- 17. Assist in organising/hosting meetings held in the region for Cruelty Free International corporate policy and advocacy activities.
- 18. At the request of the Director of Public Affairs, to undertake any other duties consistent with this post and assist with other areas of work as required.

PERSONAL SPECIFICATION:

Essential	Expertise/Competence/Skills
	<ul style="list-style-type: none"> • An ability to work well within a team and with colleagues in different disciplines across the whole organisation. • Excellent interpersonal skills, including the ability to build and maintain positive and productive relationships with legislators, decision makers and other organizations in the Asia region. • First class written and verbal presentations skills to effectively present Cruelty Free International’s message at the highest levels. • Developed research and analytical skills and the ability to draft briefings, parliamentary questions, letters and amendments as

required.

- An ability to work nimbly and adapt to fast-moving change.

Qualifications (IT/Academic/Vocational)

- Educated to degree standard or equivalent in a relevant discipline.
- An excellent working knowledge of Microsoft Office

Experience

- Knowledge of political processes in various countries across Asia.
- Experience of working in Asia.
- Track record of working with and influencing key players in government and agencies in Asia.
- Experience of using parliamentary processes to create change in policy, legislation and practice.
- Deep experience of developing and maintaining strong relationships with key opinion formers and decision makers across the political spectrum.
- Well-developed research and analytical skills.
- Expertise in producing and using high quality documents and briefings.
- Experience of working within a multi-disciplined team of staff.
- Knowledge of parliamentary and policy development processes in the region and how to create change for animals.
- Knowledge of the issues affecting Cruelty Free International as a small, voluntary organisation working to create a world where nobody wants or believes we need to experiment on animals.

	<p>Specific Qualities (e.g. attitudes)</p> <ul style="list-style-type: none"> • Proven commitment to animal protection and the aims and objectives of Cruelty Free International. • Willingness to undertake regular work-based travel to Asia and other territories around the world.
<p>Desirable</p>	<p>Experience</p> <ul style="list-style-type: none"> • Knowledge of the working practices and decision-making processes of ASEAN. • A working knowledge of one or more of the key languages in the Asia region. • Some understanding of trade issues and or business in the region.

Applicant Privacy Notice

What is the purpose of this document?

Cruelty Free International is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

The kind of information we hold about you

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, employment history, qualifications.
- Any information you provide to us during an interview.

We may also collect, store and use the following types of more sensitive personal information:

- Information about your health, including any medical condition, health and sickness records.

How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the candidate.
- Any recruitment agency, from which we collect the following categories of data.
- Your named referees, from whom we collect the following categories of data.

How we will use information about you

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to the role since it would be beneficial to our business to appoint someone to that role.

We also need to process your personal information to decide whether to enter into a contract with you.

Having received your CV and covering letter **OR** your application form, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references before confirming your appointment.

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able

to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

How we use particularly sensitive personal information

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

Information about criminal convictions

We do not envisage that we will process information about criminal convictions.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Data sharing

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained on request.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

How long will you use my information for?

We will retain your personal information for a period of six months after we have communicated to you our decision about whether to appoint you to the role. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

Rights of access, correction, erasure, and restriction

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Deputy Chief Executive in writing.

Responsibility for data protection compliance

The Deputy Chief Executive is responsible for overseeing compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the Deputy Chief Executive. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.