



**Role: Campaign Officer**

**Location:** London office based.

**Hours:** 3 days/22.5 hours a week (0.6 f/t)

**Term:** This post is funded until June 2020.

**Salary:** £21,000 pro rata (£12,600). Plus 3% pension contribution

**Closing date for applications:** 12 noon Thursday 27 July 2017

**Interviews will be held:** Wednesday 2 August.

**Anticipated start date:** beginning of October

The Eating Better alliance is seeking an organised and motivated Campaigns Officer to join our small team and support the work of this dynamic alliance. You will work with our Executive Director and Campaigns and Communications Associate.

The role will suit someone who has a genuine interest in making a difference for people and the planet. We are looking for someone who can work effectively in a small team, who is at ease with a varied and exciting range of tasks, who has an active interest in food and farming issues and who is really organised and able to work confidently and effectively on their own initiative. There will be plenty of opportunities to contribute your ideas, develop your skills and support the delivery of our wider programme of work.

**Background:**

Eating Better (<http://www.eating-better.org>) is a growing UK-based broad alliance that is working together to help people move towards eating less and better meat. Eating Better encourages a culture where we place greater value on the food we eat, the animals that provide it and the people who produce it. We bring together a growing number of national supporting organisations and partner networks (currently 52) from public health, environment, animal welfare, faith groups, campaigning, research, international development and responsible food interests (see [here](#)). Our Board comprises Friends of the Earth, WWF, Sustain, UK Health Forum and Compassion in World Farming.

Our core Eating Better activities focus on raising awareness of the need for less and better meat eating as part of sustainable diets – and demonstrating how to make that happen in practice - among civil society, and other key audiences including policy makers, businesses, the media and the general public. Our communication channels extend our impact and reach, engaging audiences via our website, blogs and monthly e-newsletters, social media, and using media commentary and conference presentations to promote the benefits of eating less and better meat.

We provide expertise and thought leadership (research, analysis, reports) to inform and support the work of alliance organisations, to influence public and political discourse and to underpin the development of shared asks of policy makers, businesses, research etc. We convene

organisations within the alliance to work collaboratively to develop shared positions and add their weight to campaigns and activities. We help civil society organisations navigate tricky issues, find common ground and align behind shared goals.

This post is currently funded until June 2020. Our aim is to create a small core team of committed staff. Additional project-related work may also become available during the employment term, with the option of extending working hours.

### **Specific duties will include:**

The purpose of this role is to support the core activities of Eating Better.

- Manage and develop internal alliance communications to keep supporters updated including managing contact and mailing lists.
- Managing external communications including monthly e-newsletter.
- Maintaining internal systems.
- Event management: Organising annual event, roundtable events and workshops, including overseeing all logistical arrangements and tracking participation. Organising alliance Board meetings (4 times a year) and working group meetings (4 a year).
- Project management of specific tasks.
- Taking minutes at meetings and circulating minutes and key action points.
- Assisting with research needs, including annual survey.
- Support with writing and updating copy as required, for website, blogs, newsletter.
- Support with publication production, including contributing ideas, proof reading and design.
- Assisting with the overall development of Eating Better by contributing to development meetings, helping to grow the organisation's audiences and supporter base and flexibility to assist with promotional and marketing activities.
- Supporting the Exec Director and Communications and Campaign Associate with other tasks as necessary.

### **Person Specification**

The successful applicant will be able to demonstrate they fulfil the following requirements:

#### **Essential:**

**Education/qualifications:** At least degree level or equivalent.

**Knowledge:** Good understanding of the impacts of our unsustainable diets for the environment, food security and public health.

#### **Experience**

- Experience of applying organisational skills to support event delivery and logistics.
- Project management experience.
- Research skills.
- Experience of note taking of meetings, editing/proof reading.
- Experience of providing administrative support
- Experience of writing for a non-academic audience.

#### **Skills:**

- Excellent written and verbal communication skills
- Good IT skills, with good knowledge of Microsoft Office including Excel, Word, Powerpoint. Comfortable using new programs and tools, with a willingness to learn.
- Excellent organisation skills including fine attention to detail
- Ability to work on a range of tasks, managing time to meet different deadlines and ability

to prioritise under pressure.

- Excellent interpersonal skills and the ability to communicate effectively with a wide range of people.

**Personal attributes:**

- Enthusiastic and supportive of the aims of *Eating Better*.
- Desire to gain experience of working for change within a campaign/advocacy organisation
- Ability to work on own initiative, manage personal workload, set realistic timetables and meet deadlines.
- Effective and confident communicator.
- Flexibility and enthusiasm for taking on a variety of tasks and activities in a dynamic alliance.
- A commitment to team work and collaborative working.

**Desirable:**

- Experience of using creative/innovative approaches to campaigning eg video, imagery, infographics
- Able to design briefing papers, reports etc.
- Masters degree in relevant subject
- Experience of using website CMS and email marketing tools.
- Experience within an NGO of working for change within the UK

**To Apply:**

Send (by email) to Elena Salazar: [elena@eating-better.org](mailto:elena@eating-better.org)

- your CV
- a covering letter demonstrating how you meet each of the person specification requirements (no more than 2 pages)
- contact details of two people who can provide references for your work (we will not contact them without informing you first).

**Closing date for applications:** 12 noon Thursday 27 July 2017 (late applications will not be accepted).

Interviews will be held on Wednesday 2 August in London. Unfortunately we are unable to give feedback to candidates not invited to interview.

If you have any questions about the role please contact:

Elena Salazar, Eating Better, email: [elena@eating-better.org](mailto:elena@eating-better.org) (No agencies)