



JOB DESCRIPTION

Job title:	Campaigns and Policy Assistant
Main purpose of role:	Our Campaigns, Policy & Research (CPR) department plays a vital role in shaping public discourse and policy through rigorous research and strategic campaigning. We are seeking a Campaigns and Policy Assistant whose main responsibility will be supporting the development and delivery of public-facing campaigns, alongside providing additional support with policy research.
Department:	Campaigns, Policy & Research (CPR) Department
Reports to:	Campaigns Manager
Responsible for:	N/A
Based:	Hybrid
Salary:	Starting salary: £27,694 - £29,064 depending on experience. Salary reviews apply.
Benefits:	▪ Flexible working hours ▪ Ethical pension scheme (5-7% employer contribution) ▪ Employee assistance programme and health cashback scheme ▪ Death in service benefit ▪ 28 days leave + 8 bank holidays (25 days annual leave & 3 closure days) ▪ Cycle to work scheme ▪ Animal companion compassionate leave ▪ Climate perks policy (up to 6 days additional paid time off when choosing sustainable transportation for foreign holidays)
Contract term:	Permanent
Hours:	37.5 hours per week Out-of-hours working may be required to meet critical business needs.
Date of issue:	November 2025

DUTIES AND RESPONSIBILITIES



Campaigns support

- Manage the campaigns inbox, replying and forwarding on queries to the relevant teams.
- Support in developing external and internal briefs for campaigns, as well as helping to coordinate approvals of campaign materials.
- Assist with campaign research, as well as research public engagement tactics and social media trends.
- Assist with the development and implementation of behaviour change and public-facing campaigns.
- Monitor and evaluate campaigns activity.
- Assist with campaign copywriting such as social media captions, blogs and briefs.
- Liaise with other TVS teams internally to support campaigns delivery.
- Support at campaign events throughout the year where necessary.

Policy support

- Support in monitoring political developments, upcoming Bills and debates.
- Identify stakeholder influence and engagement opportunities and ensure ongoing engagement is recorded.
- Work with the team to identify opportunities to raise The Vegan Society's concerns in UK and EU parliament, local government and devolved administrations, highlighting opportunities to engage and influence parliamentarians and ministers on The Vegan Society's key issues.
- Assist with the logistics of organising events and activities at UK Party Conferences and international conferences, such as COP, where required.

General:

The following duties are ones which all staff are required to perform:

1. Adhere to The Vegan Society's policies on Equality & Diversity, Health and Safety and Acceptable Use.
2. Always maintain data protection and confidentiality.
3. Observe health and safety procedures and always work safely.
4. Contribute to the overall ethos, work and aims of The Vegan Society and maintain good communication with all stakeholders.
5. Be responsible for your own continuing self-development, undertake training as appropriate to the working environment and location, and developments in your role.
6. Present a positive personal image, contributing to a welcoming environment and treat all users with courtesy and consideration.
7. Undertake any other duties as required by your manager to meet the changing needs and demands of The Vegan Society.
8. Attend organisational meetings as required.
9. Positively and actively promote The Vegan Society and its values.
10. Conduct yourself with professionalism, tact, and diplomacy at all times as a representative of The Vegan Society.

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post. 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.

Data Protection:

During the course of your employment, The Vegan Society is required to tell you about the personal data that we collect about you and what we do with that information, including how we use, store, transfer and secure your personal data. You shall at all times comply with all relevant data protection legislation and all obligations imposed on you under The Vegan Society's data protection policy and privacy notice from time to time in force.

It is a condition of your employment that, as far as is possible and practicable, you adhere to a vegan diet and lifestyle.

Person Specification

Job Title:	Campaigns and Policy Assistant	
ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications/ Experience:	GCSE English and Maths Grade 4/C/equivalent or above	Experience working in the not-for-profit or mission-driven organisations
Skills/Experience and Abilities:	- Strong communication and teamwork skills Excellent communication and interpersonal skills - Excellent writing skills with strong attention to detail and accuracy - The ability to complete tasks efficiently and accurately from both written and verbal briefings	- Experience of working within a mission led organisation - Experience of social media platforms is preferable - Prior admin experience - Ability to conduct independent online research
Knowledge:	- Proficiency in Microsoft Office - Demonstrable interest in campaigns and lobbying, as a means of bringing about positive change for the vegan movement - Good general knowledge and understanding of vegan issues	Interest in politics, with a working knowledge of the current political landscape
Personal Attributes and Qualities:	- Excellent interpersonal and communication skills. - Commitment to vegan principles and alignment with The Vegan Society's values. - Natural ability to build relationships and collaborate on joint projects. - Highly organised and able to manage multiple priorities with a willingness to take on a variety of tasks to support the needs of the team. - Ability to remain consistent, calm and prioritise under pressure. - Enthusiastic and creative. - Self-motivated and proactive. - Efficient, organised, reliable and effective.	

	▪ Willingness and ability to identify and undertake appropriate training and development as required. ▪ Adhere to a vegan diet and lifestyle as far as is possible and practicable.	
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