

## **JOB DESCRIPTION**

<b>Post Title:</b>	<b>Policy and Research Assistant</b>
<b>Department:</b>	<b>Campaigns, Policy and Research Department</b>
<b>Responsible to:</b>	<b>Policy Manager</b>
<b>Supervisory responsibility:</b>	<b>None</b>
<b>Date of Issue:</b>	<b>July 2025</b>

---

### **Main Purpose of Job:**

The Policy and Research Assistant will support the Policy Manager, and the wider CPR team, with policy development, stakeholder engagement, research and the delivery of effective campaigns. The postholder will work on key policy areas for The Vegan Society such as food, environment, rights of humans and other animals, education and health. The post-holder will also be responsible for political monitoring and maintaining the database of stakeholders, identifying opportunities to influence the UK and EU parliament, central and local governments and devolved administrations on key TVS issues.

### **Duties and Responsibilities:**

#### **Policy support**

1. Update and manage the stakeholder database to ensure all current and previous interactions with stakeholders are logged and grouped accordingly.
2. Monitor the political landscape and identify opportunities to raise The Vegan Society's concerns in UK and EU parliament, local government and devolved administrations.
3. Assist in organising meetings and conferences with stakeholders, including booking meeting rooms in Parliament and elsewhere, researching potential speakers and topics and drafting invites.
4. Assist the policy team with tracking the progress of consultations.
5. Communicate The Vegan Society's policy work including writing for publications, networking and attending events when required.

#### **Research**

1. Keep up to date with relevant reports, providing summaries for the wider team and using them to support campaigns.
2. Assist with the development of materials including copy for campaigns, consultation responses, engagement letters, invites, op-eds, articles and blogs
3. Work with the policy and research teams to develop informed positions and briefings on key policy issues such including concerning public sector institutions, food labelling, agricultural policy and sustainability.
4. Assist with research tasks and planning for campaigns as required.

#### **Other Duties**

1. Provide admin support for other Campaigns, Policy and Research team members, where relevant.
2. General office duties, including dealing with own correspondence and filing own documents.

#### **General:**

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

- Observe health and safety procedures and work safely at all times
- Contributing to wider organisational development and communications
- To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role
- Undertake any other duties as required by your manager in order to meet the changing needs and demands of The Vegan Society
- Positively and actively promote The Vegan Society and its values
- 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**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b> <i>These are qualities of the ideal candidate</i>	<b>DESIRABLE</b> <i>This information could be used to differentiate applicants.</i>
<b>Qualifications</b>	Educated to Bachelor's degree level in a relevant discipline	
<b>Skills &amp; Experience</b>	Good communication and team working skills – able to build strong relationships with people and work effectively on joint projects  Excellent writing skills, with an attention to detail  Able to complete tasks efficiently and accurately from written and verbal briefings	Prior political or policy experience in national (UK or other country), EU or multilateral level, for example in government, civil service, public affairs agency, lobbying organization, political party, local authority, NGO with a political interest, or

		<p>another relevant institution.</p> <p>Ability to conduct independent online research</p> <p>Prior involvement in event management/planning</p>
<b>Knowledge</b>	<p>Demonstrable interest in campaigns and lobbying, as means of bringing about positive change for the vegan movement</p> <p>Strong interest in politics and knowledge of the current political landscape</p> <p>Working knowledge of Microsoft Office</p> <p>Good general knowledge and understanding of vegan issues</p>	
<b>Personal Qualities &amp; Competencies</b>	<p>Calm under pressure, able to manage multiple projects</p> <p>Proactive, professional and responsible approach</p> <p>Confident and friendly manner</p> <p>Articulate and assertive</p> <p>Efficient, organised, reliable and effective</p> <p>Approachable and adaptable, team player</p> <p>Willingness and ability to undertake appropriate training and development as required</p> <p>Flexible to travel within the UK with advance agreement</p> <p>Adhere to a vegan diet for the duration of employment</p>	