

CANDIDATE INFORMATION PACK

World Cancer Research Fund International



Policy and Public Affairs Officer

Closing date: 5pm, Monday 10th January 2022

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For more information about the organisation please visit our website: www.wcrf.org

WELCOME

World Cancer Research Fund International is a leading authority on cancer prevention through diet, weight and physical activity. We commission and interpret research, lead and unify a network of cancer charities with a global reach, influence policy at the highest level, and are trusted advisors to governments and other official bodies from around the world.

Our network of cancer prevention charities are based in the United States, UK, and the Netherlands.

To meet our vision of living in a world where no one develops a preventable cancer, we need high quality and motivated employees from a mix of backgrounds and with a range of skills and experiences. In return, we aim to offer the best possible working environment for people so that talent is nurtured and developed.

Within this candidate pack you will find additional information about the role you are applying for and the benefits we offer.

To apply for this role, please complete and submit a CV, covering letter (maximum 2 pages) and the attached equal opportunities form. If you have any queries please contact Human Resources at hr@wcrf.org or visit our website at www.wcrf.org.

On behalf of World Cancer Research Fund International we thank you for your interest in helping to prevent cancer and wish you the best of luck with your application.

Best wishes,
Human Resources

VALUES



EVIDENCE BASED

We are an authority on lifestyle related cancer research – continuously learning and evaluating, so that we can deliver excellent outcomes.



INCLUSIVE

Everyone counts – we value, respect and trust each other.



INFLUENTIAL

We are collaborative, engaged and focused on maximising impact in all that we do.



INNOVATIVE

We are curious and creative; evolving and exploring so we can deliver solutions that make a real difference.



EMPOWERING

We make every day meaningful, building and sharing our knowledge and allowing our passion to shine through.

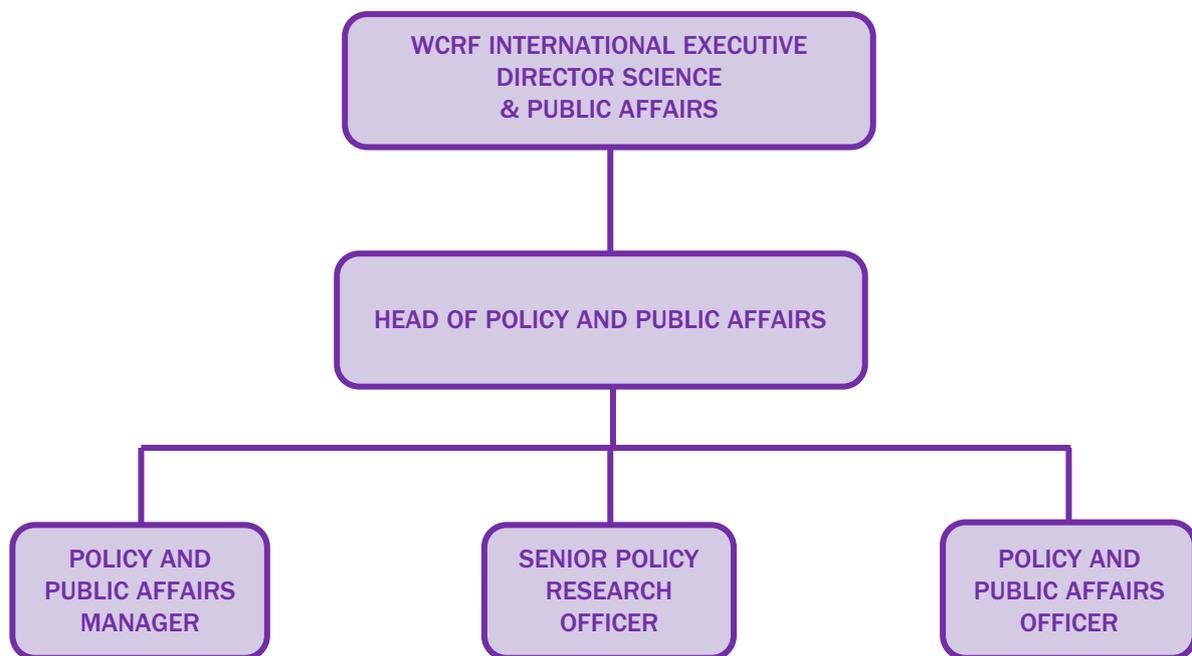
ABOUT THE ROLE

We are seeking a Policy and Public Affairs Officer who will be responsible for supporting the development of World Cancer Research Fund International's specific activities and deliverables of the EU Commission's Horizon 2020 CO-CREATE project and the Department's Evidence for Policy work.

Who you will be working with:

You will be working with World Cancer Research Fund International's Policy and Public Affairs team who work at the global level to encourage the adoption of effective policies to prevent cancer and other non-communicable diseases through healthier diets and body weight, more physical activity and lower levels of alcohol intake.

World Cancer Research Fund International's Policy and Public Affairs Department



What we are looking for:

- Experience and technical competence in understanding and analysing public policy interventions and policy actions
- Experience of sourcing, reviewing and assessing policy documents or legislation
- Experience of writing for an external audience, such as reports, policy briefs, newsletter articles, or academic papers
- Ability to synthesise complex information from a range of sources
- Excellent communication skills, with the ability to communicate effectively, both verbally and in writing
- Excellent inter-personal skills and ability to develop good working relationships with colleagues and external stakeholders

JOB DESCRIPTION

Job title	Policy and Public Affairs Officer
Department	Policy and Public Affairs
Reporting to	Head of Policy and Public Affairs
Contract	24-months fixed term
Location	London N1 9FW
Hours	37.5 hrs per week – full-time We're a hybrid working employer, meaning you're required to come into the office on average 2-3 days per week.
Salary	£25,000 – £27,000 per annum depending on experience, plus benefits.

Department description

WCRF International's Policy and Public Affairs Department works at the global level to encourage the adoption of effective and evidence-informed public health policies to prevent cancer and other non-communicable diseases. Our work ultimately aims to help people meet the WCRF International Cancer Prevention Recommendations.

Main purpose of the role

The Policy and Public Affairs Officer will be responsible for taking forward specific activities and deliverables of the EU Commission's Horizon 2020 project – *Confronting obesity: co-creating policies with youth* - working towards ending childhood obesity in Europe. The Policy and Public Affairs Officer will work with the Senior Policy Research Officer and Head of Policy and Public Affairs and support the Department's Evidence for Policy work, through developing, updating and maintaining the NOURISHING and MOVING policy databases and developing a policy index by applying benchmarking tools on diet and physical activity policy.

Main duties and responsibilities

A	Delivery of key EU Project outputs
1	Responsible for conducting a global scan and finalising a comprehensive European policy scan on implemented policy actions related to diet and physical activity at a national level, working with key stakeholders, including civil society, researchers, government and UN agencies. The results of the policy scans will be added to the NOURISHING and MOVING policy databases.
2	Liaise with relevant in-country contacts to ensure policies meet the inclusion criteria
3	Update the NOURISHING and MOVING databases with results of the policy scans
4	Support the drafting of journal articles
5	Support the development of a policy index to assess the overall 'policy status' of European countries in areas of physical activity and healthy diets and benchmark policies
B	Supporting the development of policy publications
1	Support the development of policy publications related to issues on diet, weight and physical activity – in particular the Building Momentum Evidence Series
C	Help communicate our work globally
1	Liaise with the Communications Department around general communications and social media engagement for the Department's activities and outputs
2	Attend, participate and represent the Department/WCRF International at key events, conferences and meetings

D	Other general support
1	Any other duties and responsibilities relevant to the role
2	Ensure all actions undertaken comply with the current General Data Protection Regulations (GDPR 2018)

Please note: While the main duties of this role involve working on WCRF International projects, the role is contracted to, and is paid by, WCRF.

PERSON SPECIFICATION

The person specification describes the specific experience, knowledge, skills, qualifications and attributes that are needed for the job. The attributes below are essential unless specified.

		Application	Assessment	Interview
Experience	Experience of sourcing, scanning for, reviewing, assessing and analysing policy documents or legislation	✓	✓	✓
	Experience of writing for an external audience, such as reports, policy briefs, newsletter articles, or academic papers	✓	✓	✓
	Experience of reviewing, assessing and/or evaluating the impacts of public policy actions (<i>Desirable</i>)	✓		✓
	Experience of working with communications and social media activity (<i>Desirable</i>)	✓		✓
	Experience of working in/with policy development and implementation within a European context (<i>Desirable</i>)	✓		✓
Knowledge and technical skills	Technical competence in understanding and analysing public policy interventions or policy actions	✓		✓
	Computer literate with experience of using MS office (Word, Excel, Powerpoint and databases)	✓	✓	✓
	Experience of working with databases and the development of web platforms (<i>Desirable</i>)	✓		✓
	Knowledge of food and physical activity policy as it relates to health and/or young people (<i>Desirable</i>)	✓		✓
	Working knowledge of languages other than English, preferably Spanish (or another official UN language) (<i>Desirable</i>)	✓		✓
Personal attributes	Ability to produce concise, well-constructed written communications coupled with the ability to present verbally in a clear and persuasive manner, with all communications tailored to the needs of the audience	✓	✓	✓
	Ability to synthesise complex information from a range of sources	✓	✓	✓
	Ability to organise self, prioritise varied workloads with conflicting deadlines, plan effectively and work to tight deadlines, with a keen eye for details and accuracy, anticipating problems and identifying solutions	✓	✓	✓

	Ability to achieve a high output while maintaining a high level of quality, demonstrating patience and perseverance when faced with setbacks and problems	✓		✓
	Ability to work proactively and independently as well as in a team to deliver a high standard of support to the team, always proactive and responsive to a range of requests	✓		✓
	Ability to take a flexible approach to working in a small team, with willingness to take on other responsibilities outside of job description and maintain a high-level of commitment in all circumstances.	✓		✓
	Excellent inter-personal and collaborative skills with a proven ability to influence and negotiate	✓		✓
	Willingness and ability to work co-operatively and supportively with colleagues, developing positive, open working relationships both within own team, across the wider organisation and with external stakeholders	✓		✓
	Ability to maintain confidentiality and discretion at all times	✓		✓
	Ability to proficiently perform moderately complex tasks using popular software packages such as Excel, Word, PowerPoint	✓	✓	✓
Education and qualifications	Bachelor or Masters degree in public policy, public or global health, or health policy (e.g. policies on cancer, non-communicable diseases, food, obesity, physical activity) or other relevant subjects, or a Bachelor of Law.	✓		✓

TERMS & CONDITIONS

Salaries

World Cancer Research Fund pays salaries into bank accounts once a month on the 26th of each month.

Flexi-time scheme

A flexi-time scheme is in operation across the organisation. The daily requirement is to work 7.5 hours. Staff also need to take a lunch break of at least 30 minutes (staff can take up to a maximum of 2 hours for lunch). The core hours are 10.00am–4.30pm, Monday to Friday when all employees must be present. Employees may arrive for work between 8.30am and 10.00am (8.00am and 10.00am Monday and Friday) and leave between 4.30pm and 7.00pm (4.00pm and 7.00pm Monday and Friday). The daily minimum hourly requirement of 7.5 working hours per day plus lunch must be met; any extra time cannot be "rolled over" or "banked".

Annual leave

World Cancer Research Fund's annual leave year runs from 1 October to 30 September. Annual entitlement for full-time staff is in relation to length of service:

- Less than 1 year of continuous service at the beginning of a holiday year: 25 days (pro-rated to your start date)
- 1 year or more of continuous service at the beginning of a holiday year: 26 days
- 3 years or more of continuous service at the beginning of a holiday year: 28 days
- 5 years or more of continuous service at the beginning of a holiday year: 30 days

Sick leave

For full-time staff, World Cancer Research Fund allows up to 20 days sick leave in any rolling year without deducting pay. This allowance increases to 25 days sick leave plus 40 days half-pay after one years' service.

Pension plan

WCRF contributes into an approved pension scheme, which is administered by Standard Life. Employees will be auto-enrolled into the scheme after 3 months and will contribute a minimum of 5% of their salary each month. WCRF will match the employee's contributions of up to 5% of the employee's salary each month.

Private healthcare

We offer private healthcare for employees, which gives all employees access to private healthcare (hospital and outpatient care) by referral from NHS. You are eligible to join the scheme after successful completion of the probationary period.

Dental cover scheme

We offer all employees a contribution to their dental expenses by allowing employees to opt in to a dental cover scheme. You are eligible to join the scheme after successful completion of the probationary period.

Life assurance and income protection

We cover all employees from their first day of employment and provide cover, which is equal to 4 x the individual's salary on death while employed alongside critical illness cover.

Permanent Health Insurance (PHI) scheme

All permanent members of staff, up to the age of 65, whose normal hours of work are at least 15 per week, are covered by the organisation's Permanent Health Insurance (PHI) Scheme, at no cost to employees.

PHI is intended to provide income protection in the event of long-term illness or disability. The scheme provides an income replacement of up to 50% of the basic annual salary after a waiting period of 26 weeks,

starting from the date a disability commences.

Season ticket loan scheme

Employees can take advantage of an interest free loan for a purchase of an annual travel ticket. The loan is repaid via equal deductions from the employee's salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

Cycle to work scheme

Employees can take advantage of an interest free loan for a purchase of a tax-free bike or accessories. The loan is repaid via equal deductions from the employee's salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

Employee assistance programme

All employees, and their families, have access to a 24-hour confidential advice and support line.

Development opportunities

World Cancer Research Fund has an annual appraisal process in place during which individual development needs are discussed and training needs identified.

Probationary period and notice period

The post-holder is subject to a 6-month probation period during which 1 weeks' notice on either part will apply. Following successful completion of the probationary period the post-holder will be on 1 months' notice period.

HOW TO APPLY

Recruitment timetable

Closing date for applications:	5pm, Monday 10 th January 2022
First interviews:	w/c 17 th January 2022

To apply

You can apply for this vacancy by submitting a CV, covering letter (maximum two pages) and completed Equal Opportunities Monitoring Form. Your covering letter should provide specific examples of past achievements to demonstrate how you meet each criterion of the Person Specification and should also highlight how your skills and experience would benefit World Cancer Research Fund.

Your CV, covering letter and completed Equal Opportunities Monitoring Form can be submitted by email or post:

E-mail: hr@wcrf.org

Address: Human Resources
World Cancer Research Fund
140 Pentonville Road
London N1 9FW
UK

Phone: 020 7343 4200

If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion. Please note that we only provide feedback to shortlisted candidates.

EQUAL OPPORTUNITY MONITORING FORM

World Cancer Research Fund is committed to equal opportunities for all. Please help us monitor the effectiveness of our Equal Opportunity Policy by completing and returning this form. This will be separated from your application prior to assessment and used solely for statistical purposes.

Post applied for:	
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Please tick the appropriate boxes below:

GENDER

Male		Female	
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DISABILITY

World Cancer Research Fund welcomes applications from people with disabilities. The Disability Discrimination Act 1995 describes a disability as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities. Having read this definition, do you consider yourself to have a disability?

Yes		No	
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ETHNIC GROUP

The categories indicated below are those recommended for use by the Commission for Racial Equality.

How would you best describe your ethnic origin?

Bangladeshi	
Black – African	
Black – Caribbean	
Black – Other (please specify)	
Chinese	

Indian	
Irish	
Pakistani	
White	
Other (please specify)	

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NATIONALITY

UK	
Other (please specify)	

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Thank you for answering these questions.

JOB APPLICANT PRIVACY NOTICE

As part of any recruitment process, WCRF collects and processes personal data relating to job applicants. WCRF is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. WCRF collects a range of data about you which will include:

- Your name and contact details (including email address and telephone numbers);
- Details of your skills, qualifications, experience and employment history;
- Details regarding your current levels of remuneration and any work benefits entitlements
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- Information regarding your right to work in the UK and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief

This information will be collected from your CV and/or cover letter on application to us, plus from your examination certificates, passport, driving licence or other identity documents provided. We may also collect personal data about you from third parties, such as references obtained from former employers, background checks or criminal records checks as applicable.

HOW WE HANDLE THE DATA THAT IS SUBMITTED BY YOU

This data will be stored in an electronic format (including email) on our internal IT systems and also on paper within our HR Department. Your information may be shared internally for recruitment purposes with our recruiting managers, HR and IT team strictly for decision making purposes. **We do not share your data with any third parties.**

WHY WE PROCESS PERSONAL DATA

We need to process your data to take the necessary steps prior to entering into any contract with you. We may also need to process your data if we agree to enter into a contract with you. We have a legitimate interest in processing your data during the recruitment process to ensure that we make and keep records of the process. These records allow us to manage the process effectively, assess a candidate's suitability for employment and decide whom to offer the roles to. We may also, from time to time, need to process data from job applicants to respond to and defend against legal claims.

DISCLOSURE OF YOUR INFORMATION

WCRF may transfer your data outside of the European Economic Area. However, your data will be protected as well as it would be in the EEA. Internally we will protect your data through internal controls and policies to ensure that your data is not lost, accidentally destroyed, misused, and is not accessed by our employees except in the proper performance of their duties.

DATA RETENTION

We will retain your personal data for a period of 6 months after we have communicated to you our decision about whether to appoint you to the role. We retain the 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 that we have conducted the recruitment process in a fair and transparent way. After this period, we will securely destroy your personal data in accordance with the applicable laws and regulations

If your application is unsuccessful, we may keep your personal data on file for any suitable employment opportunities. We will seek your consent before we do so and you are free to withdraw your consent at any time by notifying us in writing.

WHAT IF YOU DO NOT PROVIDE PERSONAL DATA

You are under no statutory or contractual obligation to provide your data to us. If you elect not to do so however, we will not be able to process your application properly, if at all.

AUTOMATED DECISION-MAKING

Our recruitment process is not based on automated decision making and as such you will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

DATA PROTECTION LEGISLATION (YOUR RIGHTS)

As a data subject, you have a number of rights including:

- Access to your data on request
- Require us to stop processing your data on demand
- Requires us to delete your data on demand
- To change any incorrect or incomplete data we hold on you
- Request the transfer of your personal data to another party

If you would like to exercise any of these rights or have any queries with the privacy notice, please contact:
The HR Director, WCRF, 140 Pentonville Road, London N1 9FW.