

# CANDIDATE INFORMATION PACK

World Cancer Research Fund International



Policy and Public Affairs Manager

Closing date: 5pm, 2<sup>nd</sup> October 2022

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For more information about the organisation please visit our website: [www.wcrf.org](http://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, Netherlands and Hong Kong.

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](mailto:hr@wcrf.org) or visit our website at [www.wcrf.org](http://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.

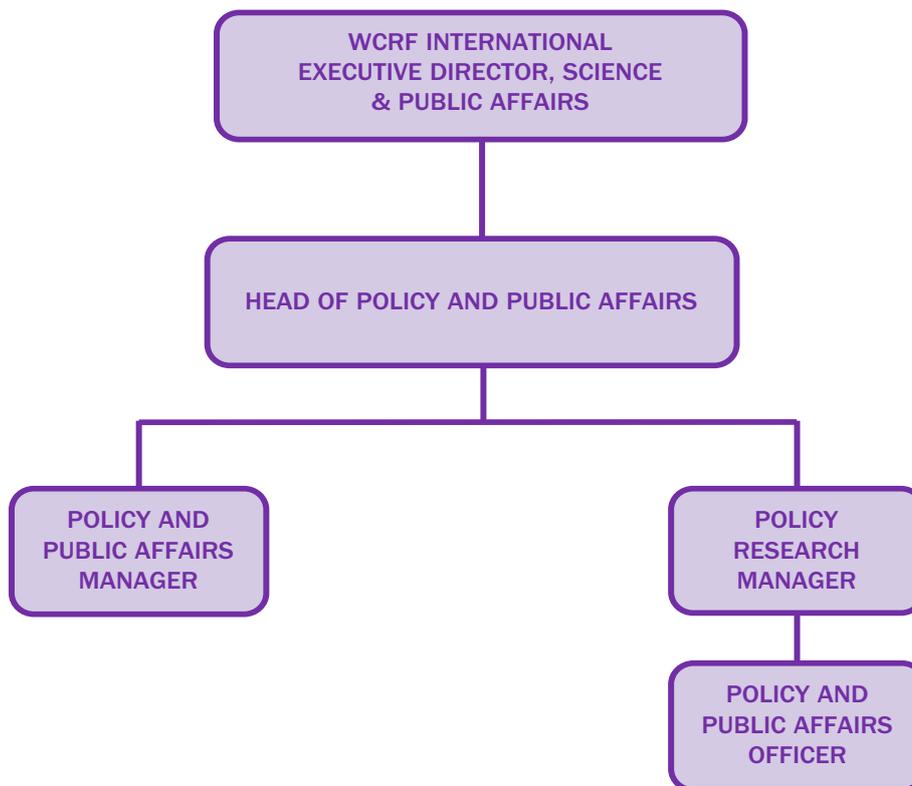
## ABOUT THE ROLE

We are seeking an experienced Policy and Public Affairs Manager who will be responsible for developing and promoting policy positions on nutrition and physical activity policy based on research and evidence, engaging with key stakeholders on WCRF priority areas, supporting the communication of our policy work and providing information on expanding into possible new policy areas.

### 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 a global level to encourage the adoption of effective policies to prevent cancer and other non-communicable diseases through healthier diets and body weight and more physical activity.

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



### What we are looking for:

- Experience in and understanding of public health policy such as NCDs and prevention, obesity, diet and nutrition and physical activity
- Experience of undertaking high-quality policy analysis and formulating policy positions and proposals for change
- Experience of identifying and promoting influencing opportunities at international, regional and national level including the WHO
- Proven project management skills and experience, delivering projects on time and within budget
- Experience of reviewing, assessing and/or evaluating the impacts of public health actions
- Experience of writing for an external audience, such as reports, policy briefs, newsletter articles, or academic papers as well as presenting both internally and externally
- Experience of managing external stakeholders, including members of the research community and civil society organisations

# JOB DESCRIPTION

|              |  |
|--------------|--|
| Job title    | Policy and Public Affairs Manager  |
| Department   | Policy and Public Affairs  |
| Reporting to | Head of Policy and Public Affairs  |
| Contract     | Permanent  |
| Location     | London N1  |
| Hours        | 37.5 hours per week – full time<br><i>We're a hybrid working employer, meaning you're required to come into the office at least 2 days per week.</i> |
| Salary       | FTE: £34,000 - £36,000 per annum, plus benefits  |

## Department description

WCRF International's Policy and Public Affairs (PPA) 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.

As a key player in evidence-informed diet-related and physical activity policies and cancer prevention, we influence policies, laws and practices. We work with internal and external stakeholders, including government, international institutions and non-governmental organisations to create and capitalise on opportunities to promote and advocate the value of evidence-based NCD-prevention policy to governments and other decision-makers globally. We develop policy tools and evidence-based recommendations to support policy makers design, implement and monitor effective policy action. We work with a range of departments internally to translate our scientific recommendations into policy, develop policy positions and communicate our work to maximise our reach and impact.

## Main purpose of the role

A key role of the PPA Manager is to lead and manage the policy position development and analysis activities of the PPA Department, including evidence reviews requiring a high level of technical competence in understanding the effects and effectiveness of policy actions. The PPA Manager develops and promotes policy positions on nutrition and physical activity policy based on research and evidence and engages with key stakeholders such as WHO on WCRF priority areas.

The PPA manager works in partnership with key stakeholders and seeks to harness influencing opportunities at global, regional and national level. The PPA Manager develops evidence-informed outputs and manages an external group of advisors. The PPA Manager will deputise for the Head of Policy and Public Affairs in areas relating to public affairs and undertake delegated responsibilities when required.

## Main duties and responsibilities

| A | Evidence for change  |
|---|--|
| 1 | Provide strategic and technical advice on nutrition and physical activity policy                   |
| 2 | Deliver high-quality policy analysis and proposals for change                                      |
| 3 | Identify and promote influencing opportunities at global, regional and national levels             |
| 4 | Deliver high quality, succinct internal and external briefings, consultation responses and reports |

|          |   |
|----------|---|
| 5        | Support the development of evidence reports/outputs to support policy implementation (e.g. Building Momentum series) and influence government policy and practice.  |
| 6        | Work with the PPAOs and Science team to ensure we have the evidence required for our policy work  |
| 7        | Act as the link between the PPA and Science team on the CUP Global project  |
| 8        | Manage WCRF International's Policy Advisory Group (an external group of advisors), including liaising with Group and developing outputs.  |
| 9        | Support the exploration of WCRF engagement in new policy areas and strengthen our knowledge base of new policy landscapes   |
| <b>B</b> | <b>Representation/stakeholder relations management</b>  |
| 1        | Support the Executive Director, Science & Public Affairs and Head of Policy and Public Affairs (HOPPA) to establish, develop and manage external partnerships, including key institutions, civil society organisations and high-level policymakers to extend our influence and impact |
| 2        | Support the management of collaborative work and partnerships with external stakeholders  |
| 3        | Represent WCRF International by attending meetings and conferences to promote our policy work, including giving presentations   |
| 4        | Liaise with and support WCRF's Communications Department to promote our policy activities   |
| 5        | Support content expertise and policy guidance in policy activities across the WCRF network  |
| 6        | Responsibility for keeping the PPA Dept's Monitoring & Evaluation activities up to date   |
| <b>C</b> | <b>Communications</b>   |
| 1        | Liaise with and support WCRF's Communications Department to promote our policy activities   |
| 2        | Coordinate monthly PPA comms outputs including monthly blog, one month in a minute vlog and newsletter and oversee editorial calendar and other communication opportunities as they arise   |
| 3        | Support communication of key departmental and policy outputs such as Building Momentum and CO-CREATE outputs  |
| <b>D</b> | <b>Other</b>  |
| 1        | Ensure all actions undertaken comply with the current General Data Protection Regulations (GDPR 2018)   |

# PERSON SPECIFICATION

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

|                                |  |
|--------------------------------|--|
| Experience                     | Experience of reviewing, assessing and/or evaluating the impacts of public health actions and developing policy positions  |
|                                | Experience of undertaking high-quality policy analysis and formulating proposals for change  |
|                                | Experience of identifying and promoting influencing opportunities at international, regional and national level  |
|                                | Experience of writing for an external audience, such as reports, policy briefs, newsletter articles, or academic papers  |
|                                | Experience of project management and/or planning projects  |
|                                | Experience of managing external stakeholders, including members of the research community and civil society organisations  |
|                                | Experience of reviewing, assessing and/or evaluating the impacts of public health actions  |
|                                | Experience of working with communications to promote WCRF's work   |
| Knowledge and technical skills | High level of technical competence in understanding the effects and effectiveness of policy actions as they relate to health   |
|                                | Understanding of policy on the prevention of cancer, non-communicable diseases, overweight/obesity and/or food, physical and/or alcohol as it relates to health (alternative relevant public health competences will also be considered) |
|                                | Computer literate with experience of using MS office (Word, Excel, Powerpoint and databases)   |
| Personal attributes            | Ability to organise self, prioritise varied workloads, plan effectively and work to tight deadlines with a keen eye for detail and accuracy  |
|                                | Ability to use different communications styles and engagement techniques suited to different audiences to achieve influence  |
|                                | Excellent communication skills, with the ability to communicate effectively and creatively, both verbally and in writing   |
|                                | Ability to synthesise complex information from a range of sources  |
|                                | Ability to work collaboratively and sensitive to cultural differences with external partners from a range of different disciplines and backgrounds   |
| Education and qualifications   | Masters degree in public health, health policy (e.g. policies on cancer, non-communicable diseases, food, obesity, physical activity and/or alcohol) or human nutrition (alternative relevant subjects will also be considered)          |
| Other requirements             | Ability to travel to overseas events and symposia (approx. 4 trips a year)   |

# 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–4.00pm, Monday to Friday when all employees must be present. Employees may arrive for work between 8.00am and 10.00am and leave between 4.00pm and 7.00pm. 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".

## Hybrid Working

WCRF are currently operating hybrid working for all staff across the organisation. The office is open 3 days a week (Tues, Wed and Thurs) and full-time staff are required to be in the office at least 2 of these days each week.

## 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 into 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.

### **Dog Friendly Office**

We are currently running a trial which gives staff the opportunity to bring their dog into the office one day per week (Wednesdays) subject to WCRF guidelines.

### **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, 2 <sup>nd</sup> October 2022  |
| Interviews:                    | Tuesday 11 <sup>th</sup> October 2022 and<br>Wednesday 12 <sup>th</sup> October 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](mailto: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: |  |
|-------------------|--|

Please tick the appropriate boxes below:

## GENDER

|      |  |        |  |
|------|--|--------|--|
| Male |  | Female |  |
|------|--|--------|--|

## 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 |  |
|-----|--|----|--|

## 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) |  |

.....

## NATIONALITY

|                        |  |
|------------------------|--|
| UK                     |  |
| Other (please specify) |  |

.....

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 1 year 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.