

# CANDIDATE INFORMATION PACK

World Cancer Research Fund International



Senior Policy Research Manager

Closing date: 5pm, 5<sup>th</sup> October 2025

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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 (WCRF) 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 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](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.

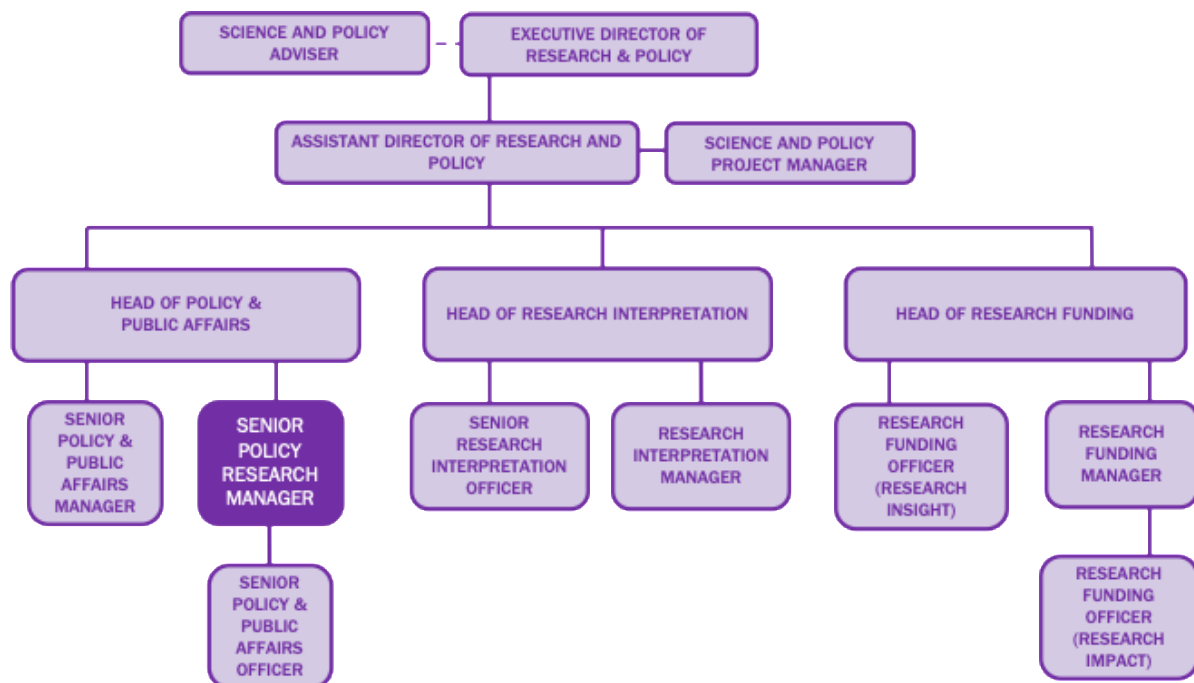
# ABOUT THE ROLE

We are seeking a Senior Policy Research Manager who will be responsible for leading the development and management of WCRF International's key policy tools, including NOURISHING, MOVING and the Policy Blueprint for Cancer Prevention. The role will translate WCRF's latest scientific findings into policy recommendations, lead policy research projects and collaborations, and drive innovation. The postholder will also represent WCRF externally, contribute to strategy development and advocacy, and support the wider Policy & Public Affairs team to deliver our organisational priorities.

## Who you will be working with:

You will be working in the WCRF International's Policy and Public Affairs team (within the Science and Policy dept) and with senior leadership to align policy research with organisational priorities. You will also collaborate with external stakeholders, research partners, and policymakers at national and international levels to advance WCRF's advocacy and influence.

## World Cancer Research Fund International's Science and Policy Dept



## What we are looking for:

- Strong expertise in developing and managing evidence-based policy tools and resources.
- Strong technical knowledge and understanding of public health policy development related to diet, physical activity and alcohol.
- Ability to translate complex scientific findings into clear, actionable policy recommendations at national and international levels.
- Experience leading policy research projects and collaborations, including developing funding proposals (e.g. EU Horizon).
- Innovative approach to policy research, with openness to adopting new methods and tools (e.g. AI) for policy monitoring and evaluation.
- Skilled in stakeholder engagement, advocacy, and representing an organisation externally (including media spokesperson roles).
- Strong collaboration and leadership skills, with experience supporting strategy development, cross-team working, and stakeholder management.



# JOB DESCRIPTION

|                        |  |
|------------------------|--|
| <b>Job title</b>       | <b>Senior Policy Research Manager</b>  |
| <b>Department</b>      | <b>Science and Policy</b>  |
| <b>Reporting to</b>    | <b>Head of Policy and Public Affairs</b>   |
| <b>Responsible for</b> | <b>Senior Policy and Public Affairs Officer</b>  |
| <b>Contract</b>        | <b>Permanent</b>   |
| <b>Location</b>        | <b>London N1</b>   |
| <b>Hours</b>           | <b>37.5 hrs per week – full time<br/>We're a hybrid working employer, meaning you're required to come into the office 2 days per week, currently Tuesday and Wednesday or Thursday</b> |
| <b>Salary</b>          | <b>FTE: £45,000 - £47,000 per annum, plus benefits</b>   |

| <b>Department description</b>  |
|--|
| <p>The Policy and Public Affairs Department (PPA Dept) provides evidence-informed policy recommendations and guidance to help governments and policymakers around the world take effective action to reduce preventable cases of cancer and other non-communicable disease. The overall aim of the PPA Dept is to help policymakers create healthy environments which make it easier for people to follow the WCRF Cancer Prevention Recommendations and therefore reduce their risk of cancer and other non-communicable diseases.</p> <p>WCRF International works with a range of stakeholders including the WHO (through our official relations status), national governments, academics, civil society and the media to develop, analyse and influence a range of policy areas, which include but are not limited to diet/nutrition, physical activity, cancer and alcohol.</p> <p>The Department also provides advice and support for PPA-related activities and interacts with other Directorates in the UK and the rest of the network, including close collaboration with the Science team.</p> <p>The work of the PPA Dept includes:</p> <ul style="list-style-type: none"> <li>• Utilising the latest research and evidence to develop WCRF policy positions on diet, physical activity, alcohol and infant feeding and recommendations, as well cancer survivorship.</li> <li>• Monitoring, analysing, influencing and responding to policy developments related to cancer prevention and non-communicable diseases.</li> <li>• Partnership with WHO – developing and delivering formal workplan with the World Health Organization as part of WCRF International's ongoing official relations status.</li> <li>• Working in partnership with a range of relevant stakeholders to deliver our advocacy objectives and policy research collaborations.</li> <li>• Deliver network policy and influencing activities, including             <ul style="list-style-type: none"> <li>◦ Engaging with and influencing the with UK government, policy makers and key stakeholders</li> <li>◦ Engaging in Netherlands policy work including through EU stakeholder engagement</li> </ul> </li> <li>• Developing, innovating and leveraging the WCRFI policy tools (including the NOURISHING and MOVING policy frameworks, databases, benchmarking tools and policy indexes) – which monitor, benchmark and assess nutrition and physical activity policies that governments globally have implemented to encourage people to eat healthily and move more.</li> </ul> |

- Development and dissemination of policy briefs, reports and other publications designed to help policymakers overcome common barriers to implementing evidence-informed nutrition policy. Areas covered to date include front of pack labelling, sugar taxes, marketing to children and promoting physical activity in primary healthcare.
- Communicating policy positions and developments to a range of stakeholders including key international institutions, civil society organisations, governments and other policymakers, researchers and academia.

### Main purpose of the role

The SPRM will lead and contribute to the development of WCRFs evidence base for policy action, including through the management and expansion of key policy tools such as NOURISHING and MOVING, and the WCRF International Blueprint for Cancer Prevention to support national (UK and Netherlands) and international (WHO and EU) policy and public affairs work. They will also lead on policy research collaborations and project development opportunities.

They will serve as the main point of contact with the Science team, ensuring that the latest CUP Global scientific findings and WCRF Cancer Prevention Recommendations are translated into clear, actionable policy recommendations. This includes emerging areas around environmental and economic sustainability and across the life course. The postholder will lead the development journal articles, abstracts and presentations as needed.

The SPRM is responsible for the management, sustainability and future development of WCRF's policy tools and resources - namely 'NOURISHING' (nutrition policy) and 'MOVING' physical activity policy databases and associated tools, supported by the Senior Public Affairs and Policy Officer (SPPAO). This will include stakeholder management as well as development of future collaborations that can benefit the wider PPA activities.

They will bring innovation to policy research by identifying and adopting new approaches, including AI tools, to enhance the sourcing, monitoring, and evaluation of policies on diet, physical activity, and emerging areas such as alcohol and breastfeeding. This will ensure WCRF remains at the forefront of evidence-based policy development while strengthening impact at national and international levels.

The postholder will manage the WCRF International Blueprint for Cancer Prevention, ensuring it is regularly updated with the latest scientific evidence and policy insights to guide national and international action on NCD prevention. They will also leverage the co-benefits of cancer prevention policies, highlighting how interventions on diet, alcohol, and physical activity contribute not only to reduced cancer burden but also to wider health system resilience, sustainable development, and health equity.

The SPRM will lead on the design and delivery of policy research projects, ensuring that outputs are rigorous, evidence-based, and aligned with organisational priorities. They will also be responsible for identifying and developing proposal opportunities, including EU Horizon project calls, coordinating inputs to produce competitive and impactful bids. The PPA Dept has Policy Leads that are responsible for building and maintaining expertise in their designated policy areas, leading the development of relevant policy positions and consultations and responses, and providing important insights on those policy areas to PPA team colleagues to support their work, as appropriate. The postholder's work will also address WCRF's broader policy areas and they will contribute to the development of other policy positions and consultation responses collaborating with other PPA team members.

The postholder will support the Head of Policy and Public Affairs (HoPPA) and the Executive Director of Research and Policy to deliver the PPA strategy and priorities including contributing to strategy development, annual workplans, Board and impact reporting as relevant for the role and supporting the PPA stakeholder database. The postholder will also support the HoPPA to deliver WCRF network policy and advocacy.

The postholder will represent WCRF internally and externally at meetings, conferences and other events.

As well as contributing to regular PPA Dept communications activities, the SPRM will provide input to press releases and act as PPA media spokesperson on agreed policy areas and/or to stand in for the HoPPA.

The SPRM will work closely with the Senior Policy and Public Affairs Officer and the Policy and Public Affairs Manager (PPAM) as appropriate. The postholder will collaborate with the Science and Policy Project Manager (SPPM) to ensure that the SPPM is able to coordinate timelines and cross-departmental work to support the work of the PPA team. The postholder will also work with the Executive Director of Research and Policy and the Assistant Director of Research and Policy (ADRP) to support the Department's activities as needed.

## Main duties and responsibilities

| A | Evidence based policy development and research   |
|---|--|
| 1 | Initiate and lead policy monitoring and analysis and the development of briefings, policy positions, reports, consultation responses and journal articles on specified topics including, but not limited to marketing, labelling and physical activity and infant nutrition. |
| 2 | Lead on the exploration and establishment of new agreed priority policy research areas such as breastfeeding and co-benefit areas such as climate change, social determinants of health, and health inequalities.  |
| 2 | Contribute to the development of policy positions and consultation responses on other policy areas in collaboration with PPA Dept colleagues.  |
| 3 | Act as Project Lead for new policy research or other research collaborations including the development of proposals, funding bids, research design, project management, financial and other reporting, and dissemination.  |
| 4 | Develop and lead new international, European, UK or Dutch policy research or other research collaborations as needed.  |
| 6 | Point of contact with the Science team to ensure the strategic development of policy outputs that are underpinned by and are responsive to the outputs of the CUP Global programme findings.   |
| 7 | Leverage WCRF policy tools and resources (including the NOURISHING and MOVING frameworks and databases), contacts and expertise to support and further develop national and international policy and advocacy work.  |
| 8 | Contribute to measuring the impact of our evidence-based policy development initiatives.   |
| B | Developing WCRF policy research tools  |
| 1 | Manage the sustainability and long-term development of the NOURISHING and MOVING databases including technical infrastructure and future upgrades.   |
| 2 | Oversee updating and maintenance of the NOURISHING and MOVING databases, supported by the Senior Policy and Public Affairs Officer (SPPAO) and other teams.  |
| 3 | Explore, develop, and implement enhancements to the frameworks and databases to improve usability, scope, and relevance to national and international policy priorities.   |

|          |   |
|----------|---|
| <b>C</b> | <b>Innovation in Policy Research</b>  |
| <b>1</b> | Ensure innovative research methods and tools are integrated effectively into WCRF's policy research processes to improve relevance, efficiency, and impact.   |
| <b>2</b> | Explore how AI and digital solutions can enhance the sourcing, monitoring, and evaluation of policies related to diet and physical activity, with potential application to alcohol and breastfeeding policy in the future.  |
| <b>3</b> | Identify and adopt innovative approaches, including the use of relevant AI tools, to strengthen policy research and analysis.   |
| <b>4</b> | Share learning and build capacity within the PPA team and wider organisation on the use of innovative tools and approaches.   |
| <b>D</b> | <b>Supporting national policy and advocacy work</b>   |
| <b>1</b> | Support the HoPPA in delivering UK and Netherlands policy and advocacy work, including: <ul style="list-style-type: none"> <li>• Using NOURISHING and MOVING policy tools and resources, as building blocks to deliver national policy and advocacy</li> <li>• Participating in EU and Netherlands coalitions and other relevant policy initiatives</li> <li>• Supporting consultation response development.</li> </ul> |
| <b>2</b> | Lead and contribute to international policy research collaborations to strengthen WCRF's policy influence and expertise   |
| <b>3</b> | Support the SPPAO in UK policy and advocacy work as required.   |
| <b>E</b> | <b>Strategy and planning</b>  |
| <b>1</b> | Support the HoPPA and Executive Director in delivering the PPA strategy and priorities, including contribution to strategy development, KPIs, annual workplans, Board reporting, and impact monitoring relevant to the SPRM role  |
| <b>F</b> | <b>Communications</b>   |
| <b>1</b> | Contribute to PPA communications, including e-news, blogs, vlogs, and social media content, working with the Communications and Engagement Department.  |
| <b>2</b> | Contribute to press releases and act as PPA media spokesperson for agreed policy areas or deputise for the HoPPA  |
| <b>3</b> | Represent PPA at internal and external meetings, conferences, and policy events to communicate WCRF policy work and build relationships, coordinating with the Science and Policy Project Manager for alignment with overall conferences strategy.  |
| <b>4</b> | Collaborate with Fundraising to integrate policy messaging into fundraising activities.   |
| <b>5</b> | Liaise with Communications on launches of policy publications, journal articles, and other outputs.   |
| <b>G</b> | <b>Other general support</b>  |
| <b>1</b> | Any other duties and responsibilities relevant to the role.   |
| <b>2</b> | 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 |
|---------------------------------------|--|-------------|------------|-----------|
| <b>Experience</b>                     | Experience of sourcing, scanning for, reviewing, assessing policy documents or legislation and conducting policy analysis  | ✓           |            |           |
|                                       | Experience of writing for an external audience, such as reports, policy briefs, newsletter articles, or academic papers  | ✓           |            | ✓         |
|                                       | Experience of carrying out policy research, including by reviewing, assessing and/or evaluating the impacts of public policy actions   | ✓           |            | ✓         |
|                                       | 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> )   | ✓           |            | ✓         |
| <b>Knowledge and technical skills</b> | Technical competence in policy research on public policy interventions or policy actions   | ✓           | ✓          | ✓         |
|                                       | Computer literate with experience of using MS office (Word, Excel, Powerpoint and databases)   |             | ✓          |           |
|                                       | Experience in project management, including delivery of complex outputs  | ✓           |            | ✓         |
|                                       | Experience of working with databases and the development of web platforms ( <i>Desirable</i> )   | ✓           | ✓          | ✓         |
|                                       | Knowledge of diet 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> )   | ✓           |            |           |
| <b>Personal attributes</b>            | 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 work proactively and independently with a flexible approach to working in a small team, 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  | ✓ | ✓ |   |
|                                     | Able to travel within the UK and overseas for events, conferences etc.  | ✓ |   | ✓ |
| <b>Education and qualifications</b> | Masters degree or PhD 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 (WCRF) operates a fair and transparent pay policy. We always ensure a salary range is listed on all of our job adverts and we benchmark the salaries for all our roles every 2/3 years to ensure we are paying fairly within market norms.

Staff salaries are paid into bank accounts once a month on the 26th of each month.

## Hybrid Working

We 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, Tuesday and Wednesday or Thursday.

## 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".

## Annual leave

Our 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

The WCRF office is closed from the last working day before Christmas until the first working day after the New Year. Staff are required to take the three working days between Christmas and New Year as annual leave.

## Sick leave

For full-time staff, we allow 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

We contribute 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.

We also offer staff the option to switch their pension to a salary sacrifice arrangement on request.

## 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.

The WCRF office also offers secure, lockable, storage for your bike and there are showers available within the office.

### **Employee assistance programme**

All employees, and their families, have access to a 24-hour confidential advice and support line. This service offer access to trained advisers and counsellors from The British Association for Counselling and Psychotherapy (BACP) who can offer advice on a range of issues, including financial and debt concerns, legal information, relationship or family worries, bereavement, stress, anxiety and other emotional issues. If appropriate you may also be referred for up to eight sessions of face-to-face counselling.

### **Mental Health and Wellbeing**

We run a Mental Health Champions scheme that staff can volunteer to be a part of. Our Mental Health Champions are sent on an accredited Mental Health Training Course and are then available to offer help to any staff member experiencing a mental health problem; guiding them to access appropriate professional help. They also work in collaboration with the organisation to promote wellbeing and encourage a culture where mental health can be discussed openly.

### **Flu Vaccinations**

We offer staff the chance to receive a free flu vaccination each year. This is either at the WCRF office, where a trained nurse will be arranged who will administer the vaccine onsite, or by providing a voucher to enable them to receive the vaccine at a participating pharmacy of their choice.

### **Christmas and Summer Parties**

We hold two annual parties, in the Summer and at Christmas, paid for by the organisation, for staff to come together outside of work and have fun!

### **Dog Friendly Office**

Staff have the opportunity to bring their dog into the office one day per week (Wednesdays) subject to WCRF guidelines.

### **Training and Development**

WCRF are committed to enabling professional development and all staff are encouraged to regularly discuss training and development. In addition, there is an annual appraisal process in place during which individual needs are formally discussed and identified.

We also offer payment for job-related professional subscriptions and fees (subject to WCRF guidelines), opportunities to attend international conferences on behalf of the organization, and study leave and sabbatical leave policies.

### **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 2 months' notice period.



# HOW TO APPLY

## Recruitment timetable

|                                |  |
|--------------------------------|--|
| Closing date for applications: | 5pm, 5 <sup>th</sup> October 2025                |
| First Interviews:              | w/c 13 <sup>th</sup> October 2025                |
| Second Interviews              | 21 <sup>st</sup> & 22 <sup>nd</sup> October 2025 |

## 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 | <input type="checkbox"/> | Female | <input type="checkbox"/> |
|------|--------------------------|--------|--------------------------|

## 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 | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

## 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                    | <input type="checkbox"/> | Indian                 | <input type="checkbox"/> |
| Black – African                | <input type="checkbox"/> | Irish                  | <input type="checkbox"/> |
| Black – Caribbean              | <input type="checkbox"/> | Pakistani              | <input type="checkbox"/> |
| Black – Other (please specify) | <input type="checkbox"/> | White                  | <input type="checkbox"/> |
| Chinese                        | <input type="checkbox"/> | Other (please specify) | <input type="checkbox"/> |

.....

## NATIONALITY

|                        |                          |
|------------------------|--------------------------|
| UK                     | <input type="checkbox"/> |
| Other (please specify) | <input type="checkbox"/> |

.....

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: Director of HR & London Operations, WCRF, 140 Pentonville Road, London N1 9FW.