

Welcome from the CEO

Welcome, thank you for your interest in the role of Science Communications Officer at the Universities Federation for Animal Welfare (UFAW) and the Humane Slaughter Association (HSA). Both charities make a real difference to animal welfare through their evidence-based, scientific approaches to understanding and improving the lives of animals. To keep achieving real change for animals we need to ensure that we communicate what we do, and the knowledge that we create, clearly and effectively. I am committed to working alongside the person appointed to this role to ensure effective dissemination.

I hope you will decide to apply for this exciting role. Please contact careers@ufaw.org.uk if you require any further information or wish to arrange an informal discussion with me.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Huw Golledge' followed by a stylized flourish.

Huw Golledge

Chief Executive Officer and Scientific Director

About the organisations:

Since 1987 Council Members and Trustees of the Universities Federation for Animal Welfare (UFAW) have also been the Trustees of the Humane Slaughter Association (HSA) which is a Charitable Incorporated Organisation. Some staff members (including the senior management team), are shared between the two organisations and they also share office space. The Science Communications Officer will divide their time between the two charities. However, the HSA and UFAW are financially independent.

The Universities Federation for Animal Welfare

Science in the service of animal welfare



Registered Charity No 207996 (Registered in England) and Company Limited by Guarantee No 00579991

The Universities Federation for Animal Welfare (UFAW) is an internationally renowned scientific and educational animal welfare charity based in Hertfordshire, UK.

Our vision is of a world where the welfare of every animal affected by humans is maximised through a scientific understanding of their needs and how to meet them.

We aim to achieve this by **discovering** what matters to animals, **developing** scientific solutions to animal-welfare problems and **disseminating** evidence-based animal welfare information.”

We work to develop and promote improvements in the welfare of all animals through scientific and educational activity worldwide. This includes through supporting developments in the science and technology that underpin advances in animal welfare, promoting education in animal care, providing expert advice to governments and other organisations, and helping to draft and amend laws and guidelines. In promoting a scientific approach to addressing animal welfare concerns, UFAW has played a key role in advancing the subject in theory and in practice. A major part of our effort is capacity-building for animal welfare, including funding for providing opportunities for young animal welfare scientists worldwide.

You can learn more about our work here: www.ufaw.org.uk/our-work/ufaws-work

and our staff here: www.ufaw.org.uk/about-ufaw/our-staff

The Humane Slaughter Association

‘Caring Beyond the Farm Gate’

Registered Charity No 1159690 (Charitable Incorporated Organization)



Humane Slaughter Association

The Humane Slaughter Association is a unique charity which promotes the welfare of farmed animals 'Beyond the Farm Gate'; at markets, during transport, at slaughter, and when animals must be killed in emergencies.

Our vision is of a world where all farmed animals are transported and killed humanely and our mission is to research, advance and promote the use of humane methods for the transport and killing of farmed animals.

We do this by offering practical advice, training, and education to all those involved in transport, slaughter, or emergency killing of livestock animals, as well as by funding scientific research to develop more humane approaches. Although we are based in the UK, the charity works worldwide to maximise animal welfare. Learn more about our work here: www.hsa.org.uk/about/about

Our staff: www.hsa.org.uk/about/hsa-staff

Science Communications Officer (Maternity Cover) – Job Description

Reports to: Chief Executive Officer.

Job Description - the candidate will be expected to:

- Using their creativity and expertise, publicise the scientific work of the charities and animal welfare science in general via multiple channels including press releases, publicity material, social media and via the charities' websites.
- Communicate complex scientific ideas and promote the charities' scientific and technical activities to expert, student and lay audiences. For lay audiences; take complex animal welfare information and translate this into plain English information resources for the general community.
- Effectively engage with academic animal welfare scientists to communicate information about their work to wider audiences and to publicise the charities' work to them.
- In collaboration with our technical staff, develop new, maintain and update the charities' existing educational and information materials including sections of the websites, visual communications etc., adapting these as required for technical, professional and lay audiences.
- Help maintain the charities' websites and other electronic resources.
- In collaboration with our technical experts, provide clear and informative expert responses to internal and external enquiries about animal welfare issues.
- Write and edit documents including reports from conferences and workshops, newsletters and annual reports etc.
- Together with the scientific staff, monitor and evaluate the research funded by the charities and publicise the impact of that work.
- Ensure consistent branding and clarity of publicly available documents, ensuring that content used by the charities is correct and appropriate, avoiding the use of images of animals with poor welfare, unless to illustrate such issues.
- Digitally design attractive, professional, visual communication materials (e.g. infographics, visual abstracts etc.) for use across multiple platforms.
- Prepare, create and edit video material, such as interviews with members, scientists and staff, to promote the activities of the charities.

Social media management

- Maintain the charities' social media accounts, including proactively seeking and selecting appropriate content/news/updates for posts and engaging in dialogue with scientific and technical stakeholders as well as the general community.
- Keep abreast of developments and trends in social media best practices to ensure the charities maintain their presence across modern communication channels as appropriate.

Outreach

- Promote the charities at events (agricultural shows, conferences, etc.) including the provision of technical presentations.

Science Communications Officer – Person Specification

Qualifications

Desirable: Science or veterinary degree, ideally with a postgraduate qualification or equivalent experience.

Experience

Essential: experience of communicating complex ideas to a range of audiences using a range of channels and communication channels including web, social media, press releases etc. A high level of digital literacy, ideally including experience of content creation using digital tools.

Desirable: Previous demonstrable experience in communication of scientific ideas across a range of media (e.g. web, print, audio, visual) at a science-based organisation, such as a science- or research-focused charity, university, research institution or similar. Knowledge of the animal welfare or agricultural sectors.

Personal Qualities

The candidate must be comfortable with the charities' approach to animal welfare which includes co-operation with the livestock and slaughter industry, as well as laboratory animal researchers. Whilst both charities promote the highest standards of animal welfare, they do not oppose the use of animals by humans for research or food.

The ideal candidate will enjoy working as part of a small team, but also be confident to take the lead and work unsupervised when necessary.

Contractual Details

Contract: 13 months temporary contract.

Whilst the role is to cover maternity leave there is a possibility that funding may be available to make this role a permanent position to work alongside our existing Communications Manager at the end of the 13 month contract, subject to satisfactory performance and available funding.

Starting Date – as soon as possible.

Eligibility

Because the charities are based in the UK you must be legally entitled to work and reside in the UK. The successful candidate will be expected to reside in the UK whilst employed by the charities.

We envisage this role as a full-time one but are willing to consider other working patterns for the right candidate.

Please note, that if you wish to work from home, we require a reliable internet connection with a minimum 10Mb/s broadband.

Job Benefits

Salary: £28759 to £38205 (Full time or pro-rata part time), depending on experience and qualifications, plus £2434 London Weighting if appropriate.

Contributory pension scheme (inc. Employer's pension contribution of 8% of gross salary).

25 days paid holiday per year, plus statutory holidays.

Excellent training opportunities.

We operate a dog-friendly office.

To Apply

Please submit a letter (maximum 2 sides of A4) describing how you meet the person specification and explaining your motivation for wanting to work with us along with your CV. Applications should include examples of (or links to) your communications work to demonstrate how you can fulfil the requirements of the job description.

Please also specify your current remuneration details and notice period alongside the names of two referees who we may contact if you are shortlisted.

Applications should be submitted via charityjob.co.uk, where you can choose to submit your application anonymously. If you choose this option those screening your application will not know your age, gender or other personal details until you are shortlisted for interview.

Closing date for applications: Monday 15 January 2024

We would be grateful if you would also complete a diversity monitoring form – this will be sent to you once we receive your application and can be returned anonymously.

Selection Process

Shortlisted candidates will be invited to an initial online interview, unsuccessful candidates will be notified as soon as possible that they have not been shortlisted. Following the first interview a final shortlist will undergo a second in-person interview at our offices which will involve completion of a communications task.

Please let us know if you require any special arrangements should you be invited to interview.

We anticipate that first interviews will take place online in the week of : 22 January 2024

Second, in-person interviews are likely to take place 1st - 2nd February 2024

Employment Checks

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK, Proof of Residency, Satisfactory Employment Health Check, Two references satisfactory to the Charities.

For any further information please contact careers@ufaw.org.uk, or call 01582 831818

UFAW requests no contact from agencies or media sales.