

## JOB DESCRIPTION

**Job title:** Food Advocacy Intern

**Location:** London

**Managed by:** Advocacy Director

---

### WHO WE ARE

Consumers International is the membership organisation for consumer groups around the world.

We believe in a world where everyone has access to safe and sustainable goods and services. We bring together over 200 member organisations in more than 100 countries to empower and champion the rights of consumers everywhere.

We are their voice in international policy-making forums and the global marketplace to ensure they are treated safely, fairly and honestly. We are resolutely independent, unconstrained by businesses or political parties. We work in partnership and exercise our influence with integrity, tenacity and passion to deliver tangible results.

### MAIN PURPOSE OF ROLE

Consumers International has a long history of working with our global membership to improve consumers access to safe and nutritious diets. Working with international organisations such as the Food and Agriculture Organisations and the World Health Organisation, civil society groups and our global membership we bring people together to improve choices for consumers around the world.

A recent project with the FAO shows how Consumers International and our members contribute to more sustainable food systems including:

- Access to nutritious choices
- Food safety
- Food labelling
- Restrictions on food marketing to children

### KEY RESPONSIBILITIES

We are looking for an enthusiastic individual with good understanding of food issues who is keen to contribute to Consumers International's work. You will need to be self motivated and have strong organisational skills to manage your time and coordinate all activities related to the role. You should be comfortable with working in a busy and varied environment and able to write and communicate clearly and effectively with a variety of people from different cultural backgrounds. Key responsibilities of the role include:

1. Support the development of Consumers International's policy positions by identifying key themes, compiling early drafts and managing consultations with our global membership.
2. Support sharing and connection on food issues with our membership by identifying examples of our members' work and posting messages on our e-network and facilitating connection and co-operation where appropriate.
3. Support the identification of partners that could support Consumers International's future work on food and the development of these relationships by identifying synergies and possible areas for collaboration..
4. Contribute to the overall work of Consumers International through team meetings and other Consumers International-wide communication and outreach.

**These responsibilities are not exhaustive and may change in relation to organisational need.**

## PERSON SPECIFICATION

ESSENTIAL CRITERIA		Criteria Tested At Application / Interview	
<b>EXPERIENCE</b>	Experience of working in an office environment.	✓	✓
	Experience of writing materials for a non-academic audience.	✓	✓
	Experience of coordinating projects.	✓	✓
<b>SKILLS AND ABILITIES</b>	Excellent analytical skills and an ability to communicate complex information clearly and succinctly.	✓	✓
	Cooperative and flexible with an ability to work independently, without close supervision, as well as with, and across, different teams	✓	✓
	Strong administrative and organisation skills and the ability to manage multiple deadlines.	✓	✓
	Fluent in spoken and written English.	✓	✓
	Strong IT skills	✓	✓
<b>EDUCATION/ TRAINING</b>	Educated to degree level in a related topic	✓	✓
<b>OTHER REQUIREMENTS</b>	Interest in international advocacy	✓	✓
	Ability to legally work in the UK (Consumers International cannot assist with visa applications)	✓	✓
	Commitment to the aims and objectives of Consumers International	✓	
<b>NON-ESSENTIAL REQUIREMENTS</b>	Experience of using Content Management Systems or other website management tools	✓	✓
	Foreign language skills	✓	✓

### February 2019

Consumers International is an equal opportunity employer and encourages applicants to apply irrespective of age, disability, gender, national origin, race, religion or sexual orientation.

Consumers International is a charity (No.1122155) and a not-for-profit company limited by guarantee (No. 04337865) registered in England and Wales.