



Job Information Pack

Research & Campaigns Intern – Food for the Planet



How to apply

Closing Date: Sunday, 5th January 2025.

Interviews are scheduled for Wednesday, 15th January 2025.

The successful applicant is expected to be in post in January / February 2025.

To apply for the role please email your updated CV with a covering letter and your recruitment exercise to recruitment@sustainweb.org

Your **CV** should be no more than 2 A4 pages, (min font size 11) and saved with your full name.

Your **covering letter** should provide a brief outline of your interest in the role, detail your relevant skills and experience and describe how you meet the criteria for the role and should be no longer than a max 2 pages, either as part of the email, or as an additional saved and labelled document.

Recruitment exercise: Please complete a short 2-paragraph exercise (no more than one A4 page) detailing what research challenges you might expect in the role and how you would plan to overcome them. Email this as a PDF along with your CV and covering letter.

Please also complete the anonymous Equal Opportunities Monitoring form.

Note: We will only accept applications that contain **both CV and covering letter and where required a recruitment exercise**. Please provide contact details of your referees with your application. We will only contact your references once we have your written consent. Interviews are expected to take place after the closing date.

Applicants must have a **current Right to Work Entitlement for the UK**. Sustain is not able to assist with applications for work permits. Satisfactory **references** and **evidence of qualifications** will be required before an offer of employment is confirmed. The offer of employment may be withdrawn if you do not meet the criteria above.

A fair wage, a fair chance, diversity, equity and inclusion

We're working hard to create an inclusive culture, where everyone feels they belong. It's important that our people reflect and represent the diversity of the communities and audiences we serve and we value lived experience, transferrable skills and a learning mindset. If you're excited about this role but you don't meet every requirement in the job description, we encourage you to apply anyway if you have other experience and skills which are transferrable. Sustain is an accredited **Living Wage employer**, and we also operate an **Ethnicity Confident Scheme and a Disability Confident Scheme**.



A helpful guide to applying for roles

We want you to have the best chance of applying for roles, and we know that having a helping guide can make a real difference. We are therefore happy to recommend a [Comprehensive Step-by-step guide to applying for jobs compiled by Indeed.](#)

Sustain's commitment to recruitment for diversity:
<https://www.sustainweb.org/jobs/recruiting-for-diversity/>

Sustain's advice on applying for a job at Sustain or elsewhere:
<https://www.sustainweb.org/jobs/advice-for-job-applicants/>

Who we are

Sustain is a [powerful alliance of organisations](#) and communities working together for a better system of food, farming and fishing, and cultivating the movement for change. We represent over 100 food and farming organisations. Together, **we advocate** food and agriculture policies and practices that **enhance** the health and welfare of people and animals, **improve** the working and living environment, **enrich** society and culture, and **promote** equity.

Working in [collaboration](#), we:

- Develop networks of people and organisations to devise and implement projects and campaigns, and to provide a platform for recognition and replication of pioneering work.
- Run highly effective and creative campaigns, advocacy, networks and demonstration projects, aiming to catalyse permanent changes in policy and practice, and to help equip more people and communities with skills as change-makers.
- Advise and negotiate with governments, local authorities, regulatory agencies, funding bodies and other decision-makers to ensure that legislation and policies on food, fishing and agriculture are publicly accountable and socially and environmentally responsible.

What we do

Working with our members and supporters, we campaign for a healthy and sustainable food system, which is publicly accountable and socially and environmentally responsible. Our campaigns and projects cover the following areas of work:



Cost of Living
Crisis



Sustainable
Farming



Climate and Nature
Emergency



Good Food
Economy



Good Food for All



Local Action

Where we work

A lovely working space is really important so we're happy to show you where we work. Our offices are a short walk from Bethnal Green tube station (Central Line) located in a vibrant part of London, with easy access to shops, Victoria Park and the Regent Canal tow path.



We work in an open plan office with plenty of natural light and of course we have many plants, and we offer free tea and coffee.

There is a wide variety of private meeting spaces available in the building, and we also have access to a green roof-top terrace complete with trees, plants and views across the City.

We also enjoy discounts in a few local shops which helps to keep the local economy thriving. Museums and parks a short walk from the offices also gives you plenty of opportunity to explore the neighbourhood during lunchtimes.

[Map link](#)

The Green House
244-254 Cambridge Heath Road
London E2 9DA



How we work

We offer a wide range of hybrid working patterns and are supportive of flexible working. Some colleagues may work from home for part of the week, and most are expected to attend certain meetings and events in-person.



Everyone is expected to work collaboratively with colleagues and in the community where our projects are delivered.

We also regularly meet online and make full use of workplace technology, which includes MS Office, MS Teams, Zoom, Eventbrite, MailChimp, etc.

Continuous Professional Development is as important to us as it is to you, and we offer a wide range of in-house and out-sourced training suitable for a wide variety of job roles.

"One of the reasons I joined Sustain was to make a difference to our planet and our communities.

I've always been passionate about food, our environment and a fairer world for all. Working with colleagues who share the same passion and values is wonderful."

Our funders

All the campaigns and projects at Sustain are funded from donors and supporters who are an integral part of our successes, which has led us to receiving many awards. We are fortunate to have received grants from a wide range of funders for specific projects and campaigns and we continue to fundraise to improve food and farming for all.

What we offer

- An collegiate set up within an established charity.
- An opportunity to work on pioneering projects at a local and national level.
- A friendly, creative and sociable team.
- The opportunity to engage with and improve the local community.
- Automatic pension enrolment with Nest.
- Sustain matches pension contributions up to 5% of gross salary.
- 25 days annual leave for full-time employed staff plus bank holidays (pro-rated for part-time workers).
- We usually close between Christmas and New Year and the expectation is that annual leave will be taken during the closure period.
- Flexible and hybrid working options.
- 1 volunteer day per year (non contractual if employed)
- Job related training opportunities.
- Access to membership of CSSC.
- Eye Care Vouchers.
- Weekly fruit box for the office to share.
- Employee Assistant Programme.
- Free secure indoor storage for bicycles.
- A fully equipped London based office.

Job Role

Job title:	Research & Campaigns Intern – Food for the Planet
Contract:	Short-term fixed-term contract, 26 weeks.
Reports to:	Campaign Officer with support from Campaign Manager
Job purpose:	<p>The focus of the role is "Planning for the Planet," a campaign addressing factory farming through the local planning system. The goal is to understand how planning policies contribute to the rise of factory farms and their negative environmental impact, such as nutrient pollution and harm to wildlife. The intern will help research local policies, analyse data, and create reports to identify areas for improvement in planning systems.</p> <p>The role includes research, data analysis, writing, and supporting communication efforts to strengthen the campaign and promote better policies. The intern will also have access to internal training and development opportunities during the internship.</p>
Accountable to:	Director of Policy and Advocacy
Hours:	28-35 hours a week worked over 4 to 5 days per week, between Monday to Friday as agreed with the line manager in line with the needs of the charity.
Place of work:	<p>Role is offered on a flexible basis, with some working hours expected to be carried out in our Cambridge Heath office;</p> <p>Green House, 244-254 Cambridge Heath Road, London E2 9DA. In-person attendance at events and staff meetings is expected. Some travel may be required.</p>
Salary:	<p>£25,207 per annum for 35 hours per week or £20,165 per annum for 28 hours per week.</p> <p>London Living Wage, £13.85 per hour. In addition, Sustain matches pension contributions up to 5% of gross salary.</p>
Pension:	Auto enrolment rules apply if employed.
Annual leave:	<p>25 days pa plus pro-rata bank holidays for full-time employees.</p> <p>Pro rata holiday for part-time if employed: In this role, the annual leave for 26 weeks is expected to be 10 – 12 days (for 4 or 5 days pw worker). Bank holidays will be prorated accordingly too.</p>

Purpose of Role

Sustain is seeking someone to join the Food for the Planet team to work on a six-month internship to support our research and campaign activities.

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What is Food for the Planet?

Agriculture is both a driver of and impacted by the climate crisis. Over 30% of the UK's emissions can be connected to the food system and it is the biggest cause of biodiversity loss. Food for the Planet is fighting for food systems that work for people and planet. Our campaigns are driven by research that supports engagement with policy actors at the local and national level. Food for the Planet encompasses a handful of campaigns that focus on some key issues: procurement, intensive farming, advertisement and the just transition.

Support offered

The successful candidate will receive an induction into Sustain and will be supported in their journey at our organisation by their team. They will have the opportunity to attend relevant internal training available during this period, as well as external events and development opportunities that are relevant to their work.

What will the work focus on?

Planning for the Planet is Sustain's campaign tackling factory farming. We focus primarily on the planning system at a local level. The planning system is not fit for purpose right now, with the number of very large factory farms increasing 20% between 2016 and 2023. The faecal waste produced by these animals is creating a nutrient pollution crisis in our rivers, decimating wildlife and harming local communities.

We want to better understand what the planning policy environment looks like in the UK. We have developed an exciting and novel methodology for approximating factory farm hotspots. We are seeking a researcher to analyse relevant local policy documents in the worst polluted areas, identify trends, and report on where great policies exist and where there could be improvements. We would also like to analyse recent applications for intensive livestock units in these areas.

Your work will involve research, analysing and synthesising data, and producing written outputs, as well as ad hoc campaigns and communications work. You will also help the team to create and deliver a strategy to disseminate the results. This will support our campaigning and cement us as an authoritative voice on UK planning and factory farming.

Role & Responsibilities

Research

- Conduct a review of local planning policy in areas worst impacted by factory farming.
- Conduct a review of factory farm applications in those areas.
- Working with the Sustain team, write a report of your findings that will be published on our website, shared amongst our networks and act as a bedrock for future campaign work.
- Other ad hoc research as required.
- To produce and collate research-based evidence, data and statistics relating to the aims of the project.
- To stay up to date with local, regional and national policy and strategy relating to the project.
- Conduct research, data analysis, writing, and supporting communication efforts to strengthen the campaign and promote better policies.

Communications:

- To create and contribute to the production of original content for placement in local media, social media, websites and in the newsletters/communications, etc.
- Writing blogs or news items to share your findings in short form.
- Creating social media content
- Present your work in a public-facing webinar.
- Other communications and campaign activities as relevant to the climate change team at the time
- To support and actively participate in stakeholder events, meetings, and public consultation meetings, exhibitions and conferences in various locations and aimed at different sectors of the population.
- To undertake specific identified projects and any other duties consistent with the nature and level of the post.

Administration, IT and other duties

- Plan and manage own workload, set targets and deadlines, and be self-supporting with regard to administration and IT.
- To attend one to one meetings and performance reviews and provide written progress and work reports as required.
- To comply with all Sustain policies and practice.
- To undertake administrative tasks necessary to achieve the outcomes of the role.
- To undertake any other duties as may be required within the scope of the role Some travel will be required as part of this role.
- Undertake any other duties agreed with your line manager and to also undertake training and development relevant to the job role.
- Take part in fundraising activities as arranged by the charity.

Person Specification / What we're looking for

E = Essential, D = Desirable

Knowledge

- Knowledge and interest in policy related to environmental issues (E)
- Knowledge of policy related to environmental issues. (E)

Skills, Abilities & Attitudes

- Ability and interest to undertake desk-based research. (E)
- Ability to synthesise complex information into concise reference material. (E)
- Ability to work with data and statistics. (E)
- Ability to communicate well, face to face, over the phone, and in writing. (E)
- Good organisational skills. (E)
- Strong written and oral communication skills in English. (E)
- Strong IT skills. (E)
- Good numeracy and literacy skills. (E)
- Good time management skills. (E)
- A strong commitment to diversity and inclusion – particularly to making healthy and sustainable food accessible to all, ensuring the inclusion of wide and different perspectives in our work, and to tackling inequality. (E)
- Confident working with the public. (E)
- Self motivated, able to work independently and within a small team. (E)
- Good with relationship building within a team and with stakeholders. (E)

Experience

- Experience of working with MS Office, and related IT systems. (E)

- Experience of studying or working on food or farming issues and/ or an interest in working in the sector in the future (D)
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- Experience in any of the following (none of these are essential as full training will be given): (D)
 - Climate justice / Just transition
 - Planning policy
 - Law
 - Working with local government
- Experience developing social media content, blogs or articles (D)
- Experience working with people from diverse backgrounds. (E)

Qualifications and requirements

- A relevant qualification related to the role. (D)
- GCSE English or equivalent. (E)
- Minimum GCSE Maths or equivalent. (E)

Recruitment Privacy Notice

How we use your information

The purpose of this Privacy Notice is to tell you what personal information the charity collects from you, how and when it may be collected and what happens to it.

What information might we collect from you?

personal information and contact details (for example your name, address, 'phone number, date of birth, next of kin, professional body registration number, bank details and national insurance number)

special category of data (for example your ethnic group, health and criminal record)

contract information (such as start dates, hours worked, post, roles and salary)

work absence information (such as number of absences and reasons)

qualifications (and, where relevant, subjects taught)

details of your education, employment history, referees and permission to work in the UK.

When it may be collected

We will start collecting information when you apply for a job with us and if we offer you a job, as part of the pre-employment checks we carry out. If you go on to become employed by us, there will be other times and situations during your employment when we will need to collect and process additional information so we can perform our contract of employment with you.

Why we collect and use your information

We collect and use your information for a number of reasons.

- **When you apply for a job these include:**

to assess whether you meet the criteria required for the job/s

to communicate with you throughout the process.

- **When you are offered a job these include:**

to check you have the necessary permission to work in the UK.

to assess your suitability to work with children and/or vulnerable adults, if applicable.

- **When you start work with us:**

to pay your salary and other payments during any period/s of sick and maternity leave
to pay contributions to the charity's pension scheme and make your pension payments when you retire

to enable managers to make informed decisions when applying the charity's policies and procedures in relation to matters such as attendance, conduct and performance

to make referrals to the relevant occupational health service

to ensure we meet our legal obligations in relation to the employment of staff – for example in relation to permission to work in the UK and suitability to work with children and/or vulnerable adults, where applicable

to contact you during working hours if we are unable to do so using the charity's phone or e-mail system

to review the effectiveness of our policies in relation to equality and diversity

to inform the development of recruitment and retention policies.

The lawful basis for using your information

We collect and process this information for one or more of the reasons permitted by law, including:

to perform our contract of employment with you

to comply with the law

to assess your working capacity.

Whilst the majority of information we ask you to provide is essential to perform our contract of employment with you or to comply with the law, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information

When you apply for a job but are not successful, we will hold your personal information for a period of 6 months.

In most other cases we hold personal information for as long as you are employed with us to enable us to perform our contract with you. If you cease to be employed by us we will hold your personal information for a period of 6 years. There are some exceptions to the amount of time we hold your personal information and the type of information we hold.

Who we share your information with

Where necessary or required we share information with:

- a small number of external organisations whose systems we use for the provision of online HR software, annual leave management, payroll, training and career management solutions
- prospective employers where you have given your consent for them to request a reference from us
- our pensions administrator.

Why we share this information

We do not share information about you with anyone without consent unless the law and our policies allow us to do so.

Data collection requirements

We do not process your information with countries outside of the UK or European Economic Area (EEA) without the safeguards being in place that are equivalent to the UK Data Protection legislation or the General Data Protection Regulations (GDPR).

Most of the information we collect from you is stored on secure servers owned and maintained by Access (who support our HR system) within the EEA.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the CEO.

You also have the right to:

object to processing of personal data that is likely to cause, or is causing, damage or distress

- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means

in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and

claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office

Further information

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer by email, sustain@sustainweb.org.