

# RECRUITMENT PACK

PUBLIC AFFAIRS OFFICER

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# **JOB DESCRIPTION**



# KEY INFORMATION



## Job Title and Code

Public Affairs Officer  
(BDCH6415)



## Department/Team

Policy and Public Affairs



## Location

Battersea London – Hybrid



## Salary & Grade

£33,601 per annum  
Grade D



## Hours

35 hours per week, but we're  
always happy to discuss flexible  
working, part-time hours and job  
share arrangements



## Duration

Fixed-Term (12 Months)

# ABOUT THE ROLE

The Policy and Public Affairs team focuses on political engagement to help deliver against the Our Voice strategic priorities. With the Government having recently published a new Animal Welfare Strategy, we have a strong platform from which to try and influence change, especially in light of changing trends when it comes to attitudes towards pet ownership.

The Policy and Public Affairs team has a strong track record of delivering legislative change in recent years, and the **Public Affairs Officer** role has a key part to play in our day-to-day work of engaging and persuading political stakeholders.

## Overall objectives

- Help deliver policy and legislative change for Battersea through effective engagement with relevant political stakeholders.
- Build and grow a network of parliamentary advocates for Battersea across the political parties.
- Help assess and demonstrate the impact of the team's work, overseeing the team's impact mapping project, and updating and maintaining reporting records.
- Improve co-ordination with other teams across Battersea to make advocacy work more efficient and effective

# RESPONSIBILITIES

|                                                                                                                                                                                                                                                                                      | Estimated % time |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Helping further Battersea's strategic priorities, including the 'Our Voice' priority issues, through engaging with national and local political stakeholders and their staff.                                                                                                        | 20%              |
| Manage Battersea's work on the All-Party Parliamentary Group on Cats, working with Cats Protection to deliver against a workplan for the Group, and ensuring adherence to the Group's regular reporting requirements in Parliament.                                                  | 15%              |
| Help the PA team monitor our engagement with political stakeholders through regular recording, helping monitor impact against our agreed reporting measures, and using tools including mapping software to demonstrate our wider impact beyond our gates.                            | 15%              |
| Cultivate and manage relationships with new and existing parliamentary, animal welfare sector and other relevant professional environment sector stakeholders to support our influencing efforts.                                                                                    | 15%              |
| Supporting the PPA team to deliver our working priorities with our key secondary audiences, including through media, our social media channels and our campaigning audiences. Building and maintaining constructive working relationships with colleagues in these respective teams. | 10%              |
| Event delivery, including traditional parliamentary engagement events and online activation moments targeted at political stakeholders, such as the 'Purr Minister' competition.                                                                                                     | 10%              |
| Internal communications – drafting pieces for the bulletins, our website, social media channels, and briefing Directors and CEO where required.                                                                                                                                      | 5%               |
| Managing the Public Affairs email inbox, escalating or responding to queries as required.                                                                                                                                                                                            | 5%               |
| Supporting the team working across new and evolving priorities to reflect business planning needs, and supporting the delivery of the PPA Strategy by helping the team realise new engagement opportunities.                                                                         | 5%               |

The above job description is intended to be an outline of the duties and responsibilities for this role. This is not an exhaustive list, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role and grade.

# PERSON SPECIFICATION

## ESSENTIAL

- Knowledge of UK parliamentary processes and how charities can influence political stakeholders
- An understanding of working on issue-specific campaigning
- An understanding of shaping messaging to fit different audiences
- Strong interpersonal and communication skills, and the proven ability to work constructively and collaboratively with colleagues who are not experienced in politics and political campaigning
- Able to work on your own initiative
- Good problem solving and decision-making skills
- Experience of building coalitions with other organisations to further common goals

## DESIRABLE

- Knowledge of companion animal welfare policy.
- Experience of campaigning across different devolved legislatures.



# HYBRID WORKING POLICY

We operate a hybrid working policy, with our office-based teams splitting their time between site based and home working. We believe this enables our office-based colleagues to maintain the benefits of home working, while allowing for collaboration and interaction with our animal-facing colleagues and maintaining a connection to our cause. As such, you'll be expected to work in our Battersea office for at least 50% of your working week.

# POSITION IN THE TEAM



# **YOUR APPLICATION**



# KEY DATES



## Closing Date

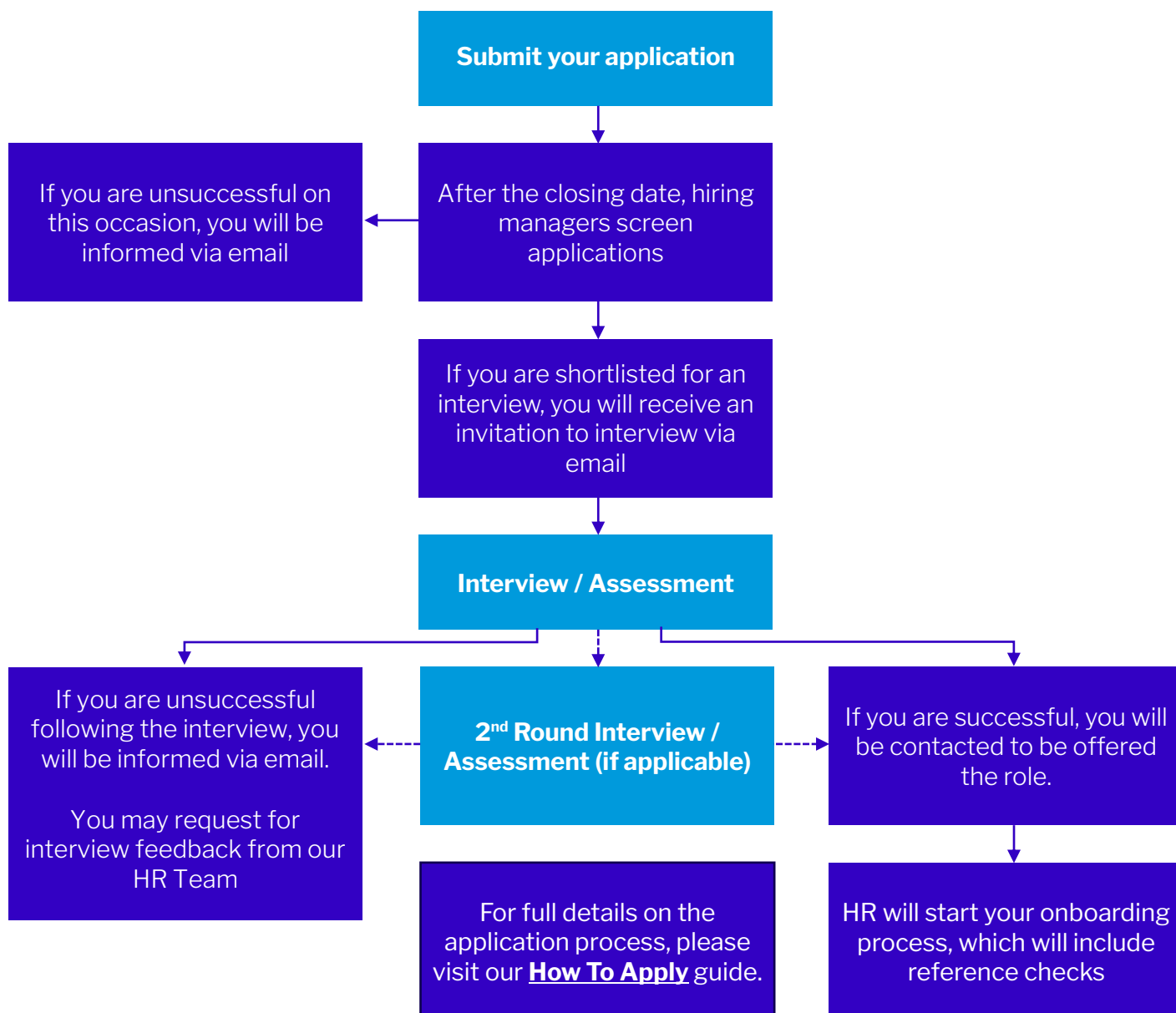
17<sup>th</sup> August 2026



## Interview Date

Online: w/c 31<sup>st</sup> August 2026  
(to be confirmed)

# APPLICATION PROCESS





# COMPLETING YOUR APPLICATION

The information below is provided to support you with completing your application.

Our application forms will ask you for:

- Employment History
- Educational History (which is non-mandatory)
- A supporting statement of no more than 1000 words and/or
- Responses to short-answer questions

The statement and short-answer responses are a very important part of your application. This is your opportunity to showcase your knowledge, skills and experience, and how this relates directly to the person specification for the role.

Please provide specific examples where possible and demonstrate your key achievements. You might also consider referencing Battersea's key values in your application (for more on these values, please see the 'Life at Battersea' document).

Once your application is complete, we encourage you to provide your diversity monitoring information. Whilst this is entirely voluntary, completing this information will form part of an anonymised data set to help us understand, measure and take action to ensure our processes are inclusive. Your information will remain confidential, be held in line with GDPR requirements and will not be used to determine whether you are shortlisted for any role(s) you apply for.



# ACCEPTABLE USE OF AI

At Battersea, we value expertise. We recognise each candidate that applies to us will have a range of expertise they can offer us, so we want to hear about this in your own words. We understand the support that generative artificial intelligence (AI) software can offer but it can also lead to numerous applications presenting as generic and impersonal. This makes it difficult to gain understanding of your unique experience.

To best showcase yourself, we encourage you to write your responses without the assistance of AI. If you require the use of AI software to aid in completing your application, we ask you use the generative responses as a prompt for writing your answers and avoid copying and pasting. You must also ensure the information presented in your application accurately reflects your experience.

If you are successful to the interview stage of the recruitment process, we ask that you follow the below guidelines on the use of AI at interview stages:

Acceptable use:

- Researching sector trends, company information, or general interview tips
- Practicing interview questions with AI tools to improve communication skills
- Using AI to support with structuring your responses

Please do not:

- Submit AI-generated responses as your own during the interview
- Use AI to impersonate or misrepresent your experience or skills
- Use AI tools during real-time interviews



# DIVERSITY AND INCLUSION

## OUR COMMITMENT

We are committed to providing a welcoming and inclusive experience for all employees, volunteers and trustees and those hoping to join us. We operate an anonymised shortlisting process and actively seek to ensure our process is fair and equitable for all.

We understand the value of diverse voices, perspectives, and experiences to help us deliver even more for our dogs and cats, and we welcome applicants from all sections of the community.

## WORKPLACE ADJUSTMENTS

As a Disability Confident Committed Employer, we will also ask about any adjustments you may need at the application and/or interview stage. And, if you are offered a role with us, we'll talk to you about any workplace adjustments you may need to help you perform at your best. If you would like to talk more about this, please contact 020 3887 8341 or email [jobs@battersea.org.uk](mailto:jobs@battersea.org.uk)

# REQUIREMENTS FOR WORKING AT BATTERSEA

Please note that all offers of employment require:

- References deemed satisfactory by Battersea
- Proof of eligibility to work in the UK. For details on which documents can be used to certify your right to work, please refer to [Prove Your Right to Work](#)
- Candidate to be at least 18 years old of age at the start of the employment

## DATA PROTECTION

The information you provide in your application will be used by Battersea Dogs and Cats Home to assess your suitability for the role you have applied for.

Any special category information (such as information relating to ethnicity or sexual orientation) you choose to provide will only be used by Battersea to monitor and report on diversity and equality of opportunities. The provision of this information is entirely voluntary and will not be used in determining whether you are shortlisted for the role you have applied for.

Further information about how we protect and use your personal data is set out in our [Job Applicant Privacy Notice](#) or contact our Data Protection office at [DataProtection@battersea.org.uk](mailto:DataProtection@battersea.org.uk)



# BATTERSEA

HERE FOR EVERY DOG AND CAT

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**BATTERSEA DOGS & CATS HOME**

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Battersea is a charity registered in England and  
Wales (206394)

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Patron HRH The Duchess of Cornwall GCVO  
President HRH Prince Michael of Kent GCVO

