

# FAIRR Initiative – Engagement Officer

## Job Overview

<b>Type of position:</b>	Full time, Permanent
<b>Location:</b>	Office-based, London, UK
<b>Salary:</b>	Competitive
<b>Benefits:</b>	Pension Benefit, Private Health Insurance, 25-days paid vacation + public holidays
<b>Closing date:</b>	18 <sup>th</sup> August 2017
<b>Interview date:</b>	w/c 21 <sup>st</sup> August 2017

## Background

Established in 2015 by the Jeremy Collier Foundation, the FAIRR (Farm Animal Investment Risk & Return) initiative is an investor network that aims to put factory farming on the environmental, social and governance (ESG) agenda.

Issues associated with factory farming present an iceberg of risks to investors. Above the surface, scandals such as swine flu, avian flu and horsemeat have shown how industrial production methods can lead to value destruction. FAIRR acts as a global collaborative network that shares research, fresh thinking and best practice with global institutional investors, policy makers, academics, NGOs and other related actors.

We are looking for an enthusiastic candidate with 3-5 years work experience to join our small team to support FAIRR's collaborative investor engagement work with global food companies. The role will provide support and coordination for FAIRR's existing engagements and assist in the development of new workstreams. This is an exciting opportunity to join an innovative and growing organisation with huge ambition.

## Key Tasks

**Provide support for FAIRR's existing investor engagement projects on antibiotic resistance and sustainable protein. This will include:**

- Coordinating / participating in calls and meetings with investor groups
- Coordinating / participating in calls and meetings with companies
- Drafting call and meeting notes
- Ensuring accuracy and completeness of project records on Salesforce and SharePoint

- Tracking and analysing progress of engagement projects against an agreed framework
- Monitoring developments and resources relevant to the engagement topics
- Drafting reports for internal use by staff or relevant investor groups
- Conducting research on company practices
- Analysing research results
- Editing reports for external audiences
- Attending relevant events
- Managing investor and company queries
- Organising and managing the running of webinars and events related to the engagements
- Other tasks as required

**Provide support and coordination in the development of new engagement workstreams. This may include:**

- Issue research and synthesising relevant content to draft outlines for new engagements
- Working with investor focus groups to develop engagement content, workplan and evaluation framework
- Other tasks as required

**Provide general administrative and research support to other relevant initiatives within FAIRR. This may include responsibilities such as:**

- Ad hoc research requests
- Setting up or coordinating meetings
- Drafting internal documents or taking call/meeting notes
- Other tasks as required.

### **Applicant Specification**

#### **ESSENTIAL**

- Understanding of shareholder engagement activities and/or understanding of financial risk and portfolio analysis
- Educated to degree level (or equivalent) in a relevant discipline
- Fluency in spoken and written English. Ability to draft written materials to a professional standard with minimal review and excellent verbal communications skills
- Proactive attitude
- Motivated by the mission of FAIRR, interested in animal agriculture and food sustainability issues as they relate to companies and investors
- Familiarity with key technology platforms, particularly Excel, Word, PowerPoint, MailChimp and Salesforce
- Strong attention to detail
- A confident and professional manner in dealing with senior business professionals
- Ability to learn quickly
- Diplomacy, tact, and ability to work well in teams

- Willing to occasionally take notes of conference calls in different time zones outside normal working hours

**DESIRED**

- Relevant experience in administrative and coordinative activities will be viewed positively
- Relevant knowledge of environment, social and corporate governance issues as they relate to the private sector

*\*\*Applicants must be eligible to work and reside in the UK.*

Interested applicants should email their CV and cover letter to [careers@fairr.org](mailto:careers@fairr.org)

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