



CHEMTrust

Protecting humans and wildlife
from harmful chemicals

Job Description

Position:	Scientific Research Assistant
Based at:	London or homeworking with occasional visits to the London co-working office
Contract:	Permanent
Hours:	P/T 28 hours/week (0.8FTE)
Salary:	£35,000 (FTE) plus generous pension contribution
Holiday:	31 working days paid holiday in each holiday year (pro-rata for part time staff), in addition to English bank and public holidays (pro-rata for part time staff)
Line Manager:	Chemicals Campaigner

Mission of the organisation

CHEM Trust's overarching aim is to prevent human-made chemicals from causing long term damage to wildlife or humans, by ensuring that chemicals which cause such harm are substituted with safer alternatives.

We are a small, dynamic and influential environmental NGO, working mainly at the EU and UK level. We are science-based, working at the science and policy interface. We work closely with NGOs, scientists and decision-makers in the UK, across Europe and globally.

CHEM Trust is a collaboration between CHEM Trust, a UK registered Charity and CHEM Trust Europe eV, which is a charity (eV) based in Germany. Both legal entities work closely together on projects under the name CHEM Trust. More information about CHEM Trust's work and team is available from our websites:

- <https://chemtrust.org/> (public) <https://chemtrust.org/policy/> (policy)
- <https://chemtrust.org/de/> (in German)

Purpose of the role

CHEM Trust is looking for a Scientific Research Assistant to support the work of our team in delivering its aim.

Thousands of synthetic chemicals are used to make everyday products, from sofas to packaging to medical equipment and building products, and some products are essential to our lives. But some of these chemicals are harmful to people or nature, disrupting sensitive endocrine systems or polluting rivers, seas and wildlife around the world. And scientists have warned that the planetary boundary for chemical pollution has largely been exceeded.

CHEM Trust's analysis is that laws are the most effective way of reducing the use and release of harmful synthetic chemicals, as they drive the market to develop and use safer alternatives.

With the EU's chemical laws being revised for the first time in 15 years and the UK developing its new Chemicals Strategy, CHEM Trust is now recruiting a Scientific Research Assistant to support the policy and advocacy work of its team at EU and UK level.

Your role will involve researching, analysing, interpreting, disseminating and presenting data and evidence internally and externally to support CHEM Trust policy and advocacy work at International, EU and UK level.

You will also communicate and collaborate with relevant stakeholders, for research purposes and to increase the profile, policy and political impact of our work. You will work closely with our Chemicals Campaigner and the Head of Science.

Key Duties and Responsibilities

Key Duties

- Perform desk-based research on specific chemical related issues prompted by the current policy agenda (eg. for 2023: PFAS; persistent, mobile and toxic chemicals - PMTs; mixtures; endocrine disruptors etc).
- Monitor scientific publications relevant to CHEM Trust's work – produce a short internal monthly brief of key publications and their implications.
- Attend webinars, conferences and other scientific events and produce summaries for the team.
- Engage with the scientific community.
- Contribute to policy submissions (eg. responses to consultations).
- Contribute to policy briefings.
- Write/contribute to CHEM Trust blogs and news stories for the website.
- Contribute to the writing of CHEM Trust specialist reports (eg. Chemical Cocktails https://chemtrust.org/wp-content/uploads/Chemical-cocktails_CHEMTrust-report_March-2022.pdf).
- Produce and deliver presentations at specialist webinars, workshops, conferences etc.

General

- Contribute to reports for funders and the Board of Trustees summarising our activities.
- Understand CHEM Trust's strategy and your role in its delivery and be able to communicate this confidently to internal and external audiences.
- Represent and be an ambassador for CHEM Trust.
- Work to support the mission, ethos and values of CHEM Trust
- Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position.
- Support and promote diversity and equality of opportunity in the workplace.

- Work collaboratively with others in all aspects of our work; showing transparency in your tasks; supporting others to deliver team goals and sharing your own skills and knowledge to develop others.
- Treat with confidentiality any personal, private or sensitive information about individual organisations, clients or staff and project data.

This role may include limited travel, for example to Brussels. It may also include working outside normal hours - we operate a time off in lieu system.

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

Person Specification – Scientific Research Assistant

Experience and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Strong scientific background (a minimum of a Masters degree in science or equivalent relevant experience). • Experience with undertaking desk-based research and presenting a critical analysis of scientific studies. • Experience with writing accurately about complex or technical topics (e.g. research reports or review articles for scientific journals). 	<ul style="list-style-type: none"> • Experience of campaigning and/or advocacy. • Experience of policy making processes. • Experience of working in partnerships with NGOs/academics/policy makers

Skills, Knowledge and Abilities

Essential	Desirable
<ul style="list-style-type: none"> • Excellent communicator for promoting messages in plain English to a wide audience through written materials and presentations. • Ability to work with minimal supervision – track record of working on own initiative and practical problem-solving. • Strong organisational skills and time management skills and ability to manage multiple tasks, including the ability to prioritise and focus on main tasks. • Ability to work under pressure to meet tight deadlines. • A commitment to protecting the environment and human health. 	<ul style="list-style-type: none"> • Competence in using digital tools and a proven ability to rapidly learn and implement new digital approaches and tools. • Excellent people skills, with a collaborative working style and experience of working with a range of people.

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| <ul style="list-style-type: none">• Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work.• Confident user of IT, including Microsoft 365 or equivalent. | |
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You must also have the right to live and work in the UK, though note that CHEM Trust is currently exploring the process to obtain a 'Skilled Worker Visa' and may be in a position to offer this to someone who currently does not have this right.

We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from black and minority ethnic candidates, as they are currently under-represented in the UK charity sector.

We understand that the application process can be difficult if you have a condition or disability that you live with. We want to make it as easy as possible for you to shine during your application process, so please let us know what we can do to accommodate you.

How to apply

To apply, please send us:

Your CV and a 2-4 sides (maximum length) covering letter explaining (with examples) how you meet each of the essential (and desirable if possible) skills as outlined in this job description.

Your CV or the cover letter should include the names and contact details of two references with knowledge of your work.

Please send your applications to people@chemtrust.org

The deadline for applications is 4pm UK time on 15th February 2023.

We plan to interview shortlisted candidates online week beginning 27th February 2023.

Unfortunately, we only have the capacity to contact shortlisted candidates.