

A group of four people, two men and two women, are standing outdoors in front of a stone wall and greenery. They are all smiling and looking towards the camera. The man on the far left has a beard and is wearing a black shirt. The woman next to him is wearing a teal shirt and a black blazer. The woman next to her is wearing a black turtleneck and jeans. The man on the far right is wearing a light-colored button-down shirt and glasses. The background is a blurred outdoor setting with a stone wall and green plants.

Operations Assistant Job brochure

gfi
EuropeSM

Welcome to the Good Food Institute Europe!



“I’m delighted that you are interested in working with the Good Food Institute Europe! We are an international NGO helping to build a more sustainable, secure and just food system by transforming meat production.

“I hope this brochure brings our work to life, and tells you more about what you will be doing in the role of Operations Assistant. We are looking for an amazing person to help drive our mission forward, and we’re really looking forward to hearing from you! Good luck!”

Catherine Derieux (she/her), Senior People Operations Officer, GFI Europe.

(Quick links: [full job description](#), and [application form](#))

GFI Europe's mission:

To build a better food system for people, animals and the planet.



The challenge:

Conventional animal agriculture is a significant contributor to the world's most pressing problems.



Global food insecurity

Growing crops to feed them to farm animals is inherently inefficient, driving up the price of grains and legumes and entrenching global poverty.



Environmental degradation

Conventional animal agriculture is a top contributor to climate change, water scarcity and pollution, rainforest destruction and loss of biodiversity.



Antibiotic resistance

The majority of antibiotics used are used in animal farming. This is accelerating the evolution of antibiotic-resistant bacteria – undermining the effectiveness of lifesaving drugs.



Needless suffering

Conventional animal agriculture subjects animals to extreme confinement, trauma and painful mutilations.

The solution:

Transforming meat production.



Plant-based meat

All the flavour and texture of conventional meat – sourced directly from plants.



Cultivated meat

The same beef, pork, chicken and seafood people enjoy eating today – but grown directly from animal cells, with a fraction of the environmental impact, and no slaughter.



Fermentation

The taste, texture and functionality of meat, seafood, eggs and dairy, made through innovative fermentation processes, instead of farming animals.

Our theory of change

People from all walks of life want our food system to be sustainable, secure and just.

But studies consistently show that taste, price and convenience decide what most people eat.

So at the Good Food Institute Europe, we're advancing plant-based, fermentation-made and cultivated meat, eggs, dairy and seafood, to make them as delicious, affordable and accessible as conventional animal products.

By making meat from plants and growing it from animal cells, we can reduce the environmental impact of our food system, decrease the risk of zoonotic disease, and feed more people with fewer resources.

We're working to make these better, more sustainable options the default choice across Europe.



Our focus areas



Science and Technology

We work with scientists to develop, fund and promote open-access research on plant-based and cultivated meat, eggs, dairy and seafood.



Policy

We advance government investment in sustainable protein R&D and infrastructure, as well as fair regulation and legislation.



Corporate Engagement

We support companies to make delicious and affordable plant-based meat available across Europe, and prepare the sector for the arrival of cultivated meat.

To read more about how we achieve impact, please check out our website (gfieurope.org) and our latest Year in Review (gfi.org/2022).

How you will make a difference

As Operations Assistant, you will help ensure GFI Europe runs efficiently to create international impact, and that team members have the support they need to drive our mission forward.

Working closely with the rest of the Operations team and supporting colleagues across all functions, you will use your organisational and administrative talents on a wide range of areas of day-to-day business operations support for GFI Europe. Those include but are not limited to recruitment, travel bookings, remote office administration, bookkeeping, and responding to enquiries.

No two days will be the same, and you'll have plenty of opportunities to learn, grow and develop your skills in specific areas of operations work (people operations, finance...).



Our benefits

We support our team through strong benefits and an emphasis on work-life balance

- Flexible working arrangements to accommodate your needs and preferences, and fit around your commitments.
- A total of 36 days off per year (including annual leave and public holidays).*
- A €300 allowance to set up your home office, and a monthly home-working allowance. We can provide a laptop if you need one and are happy to consider supporting costs for co-working to enable you to work from an office if you wish.
- Minimum 10 weeks of maternity leave at 100% pay.**
- 24/7 access to free, confidential counselling and well-being support in 40+ languages for all employees and their family members.***
- Professional development support.
- Long service recognition after two years.

* Or what is compliant with the employment law of your country if it's more than that.

** Exact eligibility depends on national level employment law but we will do our best to honour this regardless of circumstances.

*** Living in the same household and excluding children under the age of 16.



Our commitment to diversity and inclusion



We want the best people and we know that building a diverse, inclusive workplace leads to stronger, happier, more productive and resilient teams. We strongly encourage people of every ethnicity, orientation, age, gender, origin, socio-economic background, and ability to apply. As a pan-European organisation, we welcome applications from across the whole continent. Because we value a diverse workplace, we prioritise an inclusive culture absent of discrimination and harassment during the application process and after you join the team.

- o We designed our recruitment process to be **fair** and **inclusive**, and focus on skills and potential first. We prioritise following best practices and reducing unconscious biases (blind assessment of written tests, at least two assessors, structured interviews, etc). We are happy to make reasonable adjustments to make sure the assessment process works for you.
- o We aim to be as **transparent** as possible. We advertise salaries for all our roles and provide feedback notes to unsuccessful candidates.
- o We lead with **trust** and **empathy**. We offer flexible working arrangements to accommodate your individual needs, preferences and other commitments. Some arrangements we have offered include adapting working hours, flexible location, changes to the structure and timings of meetings, adapting communications channels, and more.
- o We want everyone in our team to **thrive** and be able to **bring their full selves** to work. GFI hosts a LGBTQIA+ affinity group, a mental health and overall wellbeing working group, a language club, and a number of other initiatives to foster team connection and inclusion.
- o We're always **seeking to improve and do better**. We recently worked with a team of DEI consultants to audit our processes and policies and help us do just that.

Meet the operations team



[Catherine Derieux](#) is our **Senior People Operations Officer**. She oversees GFI Europe's people operations including recruitment, DEI, and supporting our team to transform the food system in Europe. Her background is in operations, recruitment, writing, translation, event planning, and office management.



[Iman Syed](#), our **Operations, Data & Automation Specialist**. She works on a wide variety of GFI Europe's operational and team needs, ensuring GFI Europe runs efficiently to create international impact. Her background is in charity operations, software development, business and mentoring.



[Oisín Nolan](#) is our **Operations Specialist**. He supports GFI Europe's operations including project coordination, finance, recruitment and compliance. His background is in non-profit consulting and European affairs, and has completed traineeships with the European Commission and a multinational FMCG company.



Meet some of the GFI Europe team



[Alex Mayers](#) is the **Managing Director** of GFI Europe. His background is in operations, leadership and management and he had delivered projects focusing on education, sustainable development, peacebuilding, and empowering underrepresented voices around the world.



[Seren Kell](#) is our **Senior Science and Technology Manager**. Her background is in biochemistry and cell culture media, and she co-founded Cellular Agriculture UK. In her most recent role, she was connecting R&D-focused companies with academia to foster greater collaboration.



[Carlotta Lucas](#), our **Senior Corporate Engagement Manager**, works with businesses across Europe. Her background is in change management consultancy and supporting companies and stakeholders through large-scale transformations.



[Alice Ravenscroft](#) is our **Head of Policy** and leads GFI Europe's growing policy team working at national and EU levels. Her background is in government policy, where she worked on areas such as the UK's climate targets.



[Emily Johnson](#) is our **Senior Philanthropy Manager**. She works with donors based in Europe or interested in accelerating GFI's work in Europe. Previously, she worked in development at the University of Cambridge.



[Sophie Armour](#) is our **Senior Communications Manager**. She leads our communications team and has extensive communications experience from the UK parliament, politics, academia, and the NGO sector.

Application process

We are looking for amazing people who believe in our mission and who have the skills and drive to achieve incredible things. This is how we find them:

1. Applicants upload their short sample work task via the application form [here](#). Please download and complete the sample work tasks document [here](#). After submitting the form, candidates are immediately invited to complete a Cognitive Aptitude Test (deadline: Sunday 10 September).
2. Longlisted candidates are invited to complete a short timed assignment (due end of September).
3. Candidates are invited to a first interview with the team by video call (early October).
4. Second and final interviews (mid October).

Dates and times of assignments and video calls can be arranged to fit around your commitments. The dates of the interviews are still to be confirmed.

We want you to have every opportunity to shine and show us your talents – we are happy to make all the reasonable adjustments that we possibly can to make sure the assessment process works for you.

Email us at europa-hiring@gfi.org

The job description with full details of the role is [here](#). We get back to all candidates, no matter the outcome of their application, and keep you informed at each stage of the process.

We can't wait to hear from you!



Join us!



Many thanks for your interest! If you'd like to find out more, please reach out to us at: europe-hiring@gfi.org

Thank you on behalf of the GFI Europe team!



Contact: Catherine Derieux (she/her)
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GFI Europe