

Job Description

The merged charity

Breast Cancer Care and Breast Cancer Now have united to create one charity for everyone affected by breast cancer. From April 2019, we'll be the UK's first comprehensive breast cancer charity. From research to care, our new charity will have people affected by breast cancer at its heart — providing support for today and hope for the future. United, we'll have the ability to carry out even more world-class research, provide even more life-changing support and campaign even more effectively for better services and care.

Together, we believe that, by 2050 everyone who develops breast cancer will live and receive the support they need to live well now.

Job title	Senior Policy Officer
Directorate	Communications and Influencing
Team	Policy, Evidence and Influencing
Job title of reporting manager	Policy Manager
Job title(s) of direct reports	None
Document created (Month and Year)	August 2019

Overview of directorate

The Communications & Influencing Directorate will market and communicate and the new charity, its work and impact, to all those affected by the disease; provide high quality information and communication about breast cancer; keep the cause and patient voice high on the policy, political and media agenda; galvanize engagement and support and campaign for change; influence policy and practice; and ensure the charity is digitally enabled to deliver on its strategy.

We work collaboratively with the public, patients, supporters, partners, influencers, scientists and healthcare professionals to develop communications and information that builds awareness, trust, affinity and influence, and delivers vital information and services to those affected.

The Directorate is responsible for four key areas – Brand, Marketing & Communications; Digital; Policy, Evidence & Influencing, Press, PR & Celebrity – and the team comprises of around 90 people, currently based in London & Edinburgh.

Job purpose

- To lead on key policy areas, including medical research policy and other related areas, developing evidence-based positions and recommendations.

- To build strong relationships with, and influence, key external stakeholders.
- To act as a source of expertise across the organisation and externally (including in the media) on key policy areas and the policy environment.
- To work with colleagues to support the development and delivery of influencing strategies in line with policy positions.
- To represent the charity at external meetings, developing contacts, building relationships, increasing the charity's profile and spotting / acting on opportunities to influence

Key tasks and duties

Policy development

- Develop credible, evidence-based policy positions on key policy areas, including medical research policy and other related areas.
- Draft policy materials including briefings, documents, consultation responses, letters, reports and messaging on key policy areas.
- Maintain knowledge of key policy issues and understanding of the external policy and influencing environment.
- Horizon-scan, monitor and proactively identify issues which require action.

Policy influencing

- Develop strong relationships with key stakeholders including other charities, researchers, policymakers and healthcare professionals to help influence policy in key areas.
- Work in partnership with external organisations to influence on areas of mutual interest where appropriate.
- Feed in insight to/gather insight from external meetings and events.
- Support Public Affairs and Campaigns colleagues to develop and implement strategies to support our policy calls.

Working across the organisation

- Provide advice on key areas of policy as necessary to a range of colleagues in the organisation.
- Work closely with the PR team to provide expert commentary on media stories and act as a media spokesperson.
- Work closely and collaboratively with other teams and directorates to ensure that the work of the team supports, and is integrated across, the organisation.
- Ensure that colleagues across the organisation are informed about policy and influencing work.

General responsibilities

- Ensure that plans are in place for key policy areas, and that alternative plans or activities are proposed as necessary to ensure delivery.
- Ensure evaluation and reporting of activities and impact for key policy areas.
- Support the development, implementation and review of the Policy, Evidence and Influencing Team strategy, operational plans and budgets.
- Any other duties that are within the scope and remit of the role and as agreed with your manager.

Person Specification

Qualifications and Experience

It is **essential** for you to have the following qualifications and experience:

- An undergraduate degree, preferably with a political, public policy, scientific, medical or other relevant component.
- Working in a relevant policy role, delivering significant change.
- Undertaking research and analysing data to support policy development.
- Developing credible, evidence-based policy positions and written policy material.
- Building strong relationships and influencing external stakeholders.
- Advising on development of influencing strategies.
- Using Microsoft Office and the internet proficiently.

It is **desirable** for you to have the following qualifications and experience:

- Developing media comments and media training.
- Working in or with the charity sector.
- Working in or with the medical research sector.

Skills and Attributes

It is **essential** for you to have the following skills and attributes:

- Excellent communication skills, including the ability to translate complex information into accessible language.
- Excellent interpersonal skills with an ability to deal sensitively with patients and the public.
- Managing projects including producing plans, working across teams and departments and effectively leading their implementation
- Organising work effectively, prioritising, working under pressure and at times to tight deadlines while delivering on long-term objectives.
- Thinking strategically, with strong analytical, judgement and decision-making skills.
- Working well as a member of a team, with a wide variety of people.

Knowledge

It is **essential** for you to have the following level of knowledge:

- An excellent understanding of the current policy landscape.

It is **desirable** for you to have the following level of knowledge:

- Knowledge of the NHS and health structures.
- Knowledge of medical research environment.

Role Information

Key internal working relationships

You will work closely with the following:

- Other members of the Policy, Evidence and Influencing team.
- The PR team.
- The Research and Research Communications teams.
- Director of Communications and Influencing.
- Chief Executive, as appropriate.

Key external working relationships

You will work closely with the following:

- People affected by, or at risk of, breast cancer.
- Healthcare professionals, government officials, politicians, policy-makers, researchers and experts in a wide variety of external organisations.
- Health bodies.
- Other charities and patient groups.
- Think tanks and agencies as well as strategic insight and market research agencies.
- Relevant professional networks and membership bodies

General information

Number of posts in the directorate	c. 92
Number of posts in the team	18
Location of role	Ibex House, 42-47 Minories, London EC3N 1DY
Hours of work	35 per week, Monday to Friday
Contract type	Permanent
Medical research	We fund medical research of which some may involve the use of animals. Our aim is to save lives and our research using animals is only when there are no alternatives.
Conflict of interests	You will be obliged to devote your full attention and ability to your paid duties. You should not engage or participate in any other business opportunity, occupation or role (paid or non-paid) within or outside of your contracted hours of work which could impair your

	ability to act in the best interests or prejudice the interests of the charity or the work undertaken.
Immigration, Asylum and Nationality Act 2006	You should not have any restrictions on your eligibility to indefinitely work or reside in the UK.