

Sarcoma UK
The bone & soft tissue
cancer charity

Application Pack

Policy and Public Affairs Officer



May 2024



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Dear Candidate

Post: Policy and Public Affairs Officer

Thank you for your interest in this position. To apply, please complete the application form and equal opportunities form, and email to jobs@sarcoma.org.uk. CVs won't be considered.

The closing date for applications is **Sunday 16 June 2024(5pm)**. Interviews will be held week commencing **Monday 24 June 2024** via video call.

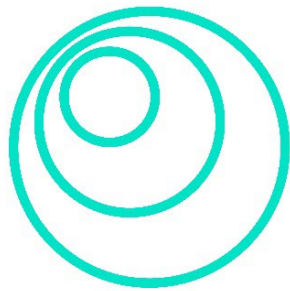
We take every step to make our recruitment process as accessible as possible for applicants. If you require any reasonable adjustments for any part of the interview or application process, please specify in the application form.

Information about our work is available on our website: www.sarcoma.org.uk and through our social media channels. If you have any questions regarding this post, please contact jobs@sarcoma.org.uk.

I hope that you will consider applying for this exciting and important role at Sarcoma UK, joining us in our work to transform the landscape for sarcoma.

Yours sincerely

Richard Davidson - Chief Executive



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What is sarcoma?



Sarcomas are uncommon cancers that can develop anywhere in the body, including the muscle, bone, tendons, blood vessels and fatty tissues.



15 people are diagnosed with sarcoma every day in the UK.



There are around 100 different subtypes of known sarcoma.



A key symptom of sarcoma is a lump that is increasing in size, often quickly.

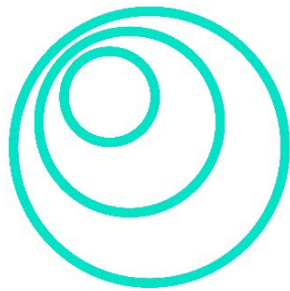
Sarcoma UK is a national charity that funds vital research, offers support for anyone affected by sarcoma cancer and campaigns for better treatments.

🐦 @Sarcoma_UK
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sarcoma.org.uk



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About Sarcoma UK

Sarcoma UK is the only cancer charity in the UK focusing on all types of sarcoma.

Our vision

Where everyone affected by sarcoma cancer has the treatment, care and support they need.

Our long-term vision

All people with sarcoma will be diagnosed earlier, have better experiences and live longer lives with less long-term effects.

Our mission

To ensure everyone affected by sarcoma receives the best treatment, care, information and support available and to create the treatments of the future.

What we do

- Drive awareness of sarcoma cancer.
- Find answers through funding sarcoma research.
- Provide information and support to anyone affected by sarcoma cancer.
- Campaign for better treatments and to improve standards of care.

Our goals

- More people will survive sarcoma.
- More will be known about the causes of sarcoma.
- Everyone affected by sarcoma will have access to the best treatment and care.



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OUR VALUES



PIONEERING

We are leading the way to a better future for the sarcoma community

- We are bold in our ambitions to maximise our impact
- We are innovative and dynamic in our approach
- We push boundaries in helping to transform the lives of everyone affected by sarcoma

- We support, encourage and learn from each other in our shared ambitions
- We connect and collaborate with others to achieve the best possible impact
- We bring everyone with us to achieve our goals

TOGETHER

We are creating a community to make a difference for all those affected by sarcoma

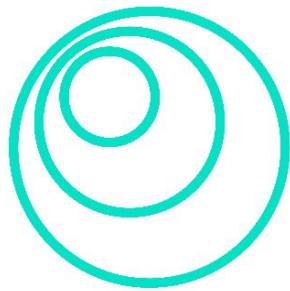


- We collaborate with the best in the sarcoma community and beyond
- We amplify the voice of experience and gather evidence to make a difference
- Our professionalism is at the heart of what we do



EXPERT

We use our expertise in understanding sarcoma to deliver better outcomes



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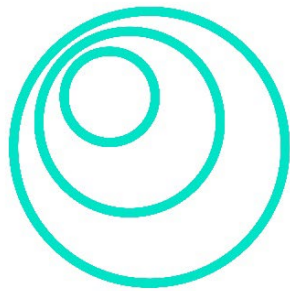
Equality, Diversity and Inclusion Statement

Sarcoma can affect anyone. That's why we fund vital research, campaign for better treatments and offer support for everyone.

We know that we have more work to do to make Sarcoma UK more representative of all the people affected by sarcoma. That's why we want to hear from you whatever your gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, economic background or any other aspect which makes you unique.

Being part of Sarcoma UK means that your uniqueness will help bring about a world where fewer people are affected by sarcoma.

And that's a win for everyone.



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Policy and Public Affairs Officer

At Sarcoma UK, our vision is for everyone affected by sarcoma cancer to have the treatment, care and support they need. The Policy and Public Affairs Officer plays an important role in achieving that vision, working to ensure that everyone affected by sarcoma has access to an early, accurate diagnosis and the best treatment and care.

This is an ideal role for someone with some initial experience in policy, public affairs or lobbying and who brings passion and a proactive approach to achieving real impact for people affected by sarcoma. The role will require an understanding of the health policy environment and the ability to communicate and influence effectively.

Reporting to the Policy and Public Affairs Manager, the post holder will join a growing and ambitious team at Sarcoma UK. You will work closely with colleagues from across the organisation as well as externally with patients, healthcare professionals and commissioners and the wider charity sector.



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Job Description

Policy and Public Affairs Officer

Salary: £33,000 p.a.

Hours: Full Time (37.5 hours per week)

Location: Home and office-based (Angel, London EC1V)

Reports to: Policy and Public Affairs Manager

Benefits:

- Flexible working options including hybrid working
- Pension with 5% employer contribution
- 25 days holiday entitlement per annum plus bank holidays and the working days between Christmas and New Year
- Additional day off for your birthday
- Volunteering day per year
- Enhanced sick, maternity and adoption pay
- Sarcoma UK Life Insurance Scheme
- Health and wellbeing:
 - Health Cash Plan
 - Therapy sessions
 - Wellbeing Group
 - Team activities throughout the year
- Interest-free season ticket and bicycle loan

Job purpose

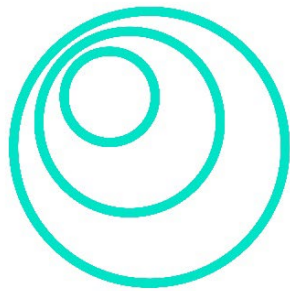
To develop and support policy, public affairs, and influencing work to achieve Sarcoma UK's policy priorities:

- Earlier and more accurate diagnosis for people with sarcoma
- All sarcoma patients to have access to the best possible care in the UK
- Better access to the appropriate mental health support

Duties and key responsibilities

Policy

- Work with the Policy and Public Affairs Manager to support and deliver Sarcoma UK's policy development.



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- Support the development of evidence-based policy positions that are representative of the external healthcare environment, working alongside colleagues, clinical and healthcare professionals.
- Produce a range of high-quality, evidence-based documents including briefings, reports, and consultation responses.
- Support the Policy and Public Affairs Manager to respond to government and other sarcoma-focused or cancer consultations.
- Provide the Secretariat to Sarcoma UK's Early Diagnosis Expert Steering Group and support their work to raise the profile of issues preventing early and accurate diagnosis of sarcoma.
- Work with other teams in the organisation to articulate and deliver communications for supporter audiences around policy work.

Public Affairs

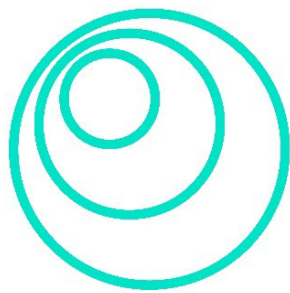
- Develop relationships with key influencers, including parliamentarians, civil servants, the NHS and other stakeholders.
- Work with the Policy and Public Affairs Manager and Communications Team to shape campaigns which are evidence based and solution-focused.
- Organise events, meetings and briefings to ensure our policy messages are communicated to external stakeholders and influencers.
- Ensure our supporters are regularly updated about our public affairs and campaigning activity using communication channels and involve them where appropriate.
- To support the Communications Team to raise awareness of the signs and symptoms of sarcoma, and to publicise the work of the charity.

External relationships

- Develop and maintain positive relationships with sarcoma clinicians and people personally affected by sarcoma, including members of Sarcoma UK's Early Diagnosis Expert Steering Group.
- Represent Sarcoma UK at external Policy and Public Affairs events.

General

- Support the integration of the Policy and Public Affairs programme across the charity as a whole.
- Attend Sarcoma UK events and take part in Sarcoma UK's wider work.
- The role will require occasional travel to meeting and events. Occasional weekend or evening work may also be required and time off in lieu will be given.



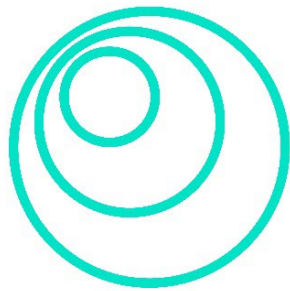
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- The post holder will be working in a developing environment, and they will therefore be required to undertake other appropriate duties as necessary for the efficient operation of Sarcoma UK.

Person Specification

| | Essential | Desirable |
|--|--|--|
| Education, Training, Qualifications | A good level of general education, including a high standard of English and maths. | |
| Experience / Knowledge | Knowledge of the health system in the UK. Knowledge of policy development and influencing. Experience of working with a range of relevant stakeholders, such as parliamentarians, healthcare professionals, and patients. | Understanding of the experience and challenges for cancer patients, and particularly those with rare cancers. Experience of involving patients and the public in work programmes. Interest in politics and policy across Westminster and the Devolved Nations. |
| Skills and abilities | Excellent written and verbal communication skills, including the ability to convey complex ideas and information clearly to a variety of audiences with a strong attention to detail. Ability to work on own initiative and work effectively within a team. Highly organised, with planning and project management skills and an ability to prioritise | Experience of The Raisers Edge database software or other similar databases. |



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| | <p>competing deadlines and work calmly under pressure.</p> <p>Fluency in Microsoft Word, Excel, PowerPoint, Outlook and other customised packages, including databases.</p> | |
| Other | <p>Commitment to improving the lives of people affected by sarcoma.</p> <p>Commitment to Sarcoma UK's values and strategic aims.</p> <p>Promote equality, diversity and inclusion at Sarcoma UK.</p> <p>Commitment to best practice and professional integrity in all areas of work</p> | |