

Job description

Policy Officer

Reporting to:	Head of Policy & Influencing (Devolved Nations)
Staff responsibility:	None
Salary:	£27,150 per annum plus £2,000 London weighting (if applicable) Contributory pension scheme
Location:	London Hybrid or Remote
Holiday entitlement:	27 days plus three discretionary days between Christmas and New Year and statutory holidays
Terms and conditions:	Full time, 35 hours a week. The post holder may be required to work some evenings and weekends. Time off in Lieu will be given in line with the charity's policy

About Bowel Cancer UK

We're the UK's leading bowel cancer charity. We're determined to save lives and improve the quality of life of everyone affected by bowel cancer. We support and fund targeted research, provide expert information and support to patients and their families, educate the public and professionals about the disease and campaign for early diagnosis and access to best treatment and care. We currently have around 90 staff based in England, Scotland, Wales and Northern Ireland.

Thanks to the generosity of our community, we're in a privileged position to be able to grow our staff team to deliver our ambitious strategy, which launched last year. There are huge challenges facing bowel cancer patients across the UK, and our community needs us now more than ever. We're building a strong and united team to bring us closer to a world where nobody dies of bowel cancer.

Job summary

As the Policy Officer, and with the support of the Head of Policy & Influencing (Devolved Nations) you'll be responsible for monitoring the external health policy environment and will identify, research and develop evidence-based policy positions on our priorities which impact the lives of people affected by bowel cancer across the UK.

Main responsibilities

Policy monitoring and development

- Proactively monitor upcoming policy developments and lead on ensuring the Policy and Influencing team are aware of upcoming activity
- Maintain an up-to-date understanding and knowledge of key policy issues related to the organisations influencing priority areas
- Undertake desk-based research and other tasks to support the development of policy on key bowel cancer issues, as well as on consultation responses
- Produce policy briefings and statements based on robust evidence with clear recommendations for bowel cancer, and summaries of key policy issues as and when required
- Maintain our policy evidence-base by working closely with the Senior Evidence Officer to keep up-to-date key statistics relevant to policy priority areas
- Support the delivery of comprehensive policy-led influencing strategies by providing policy advice to achieve our aims in creative and impactful ways

Engagement and communications

- Produce high quality and accurate presentations and briefings for internal and external meetings
- Provide timely and concise updates to the Extended Leadership Team on our policy work
- Support the development of content for our social media channels, the Policy and Influencing blog on our website and our intranet (The Hub)
- Represent the charity at appropriate stakeholder meetings, coalition working groups and conferences

Building and maintaining relationships

- Build key relationships with policy, academics and medical experts, including the charity's Medical Advisory Board, to inform our policy work
- Take an active role in building and maintaining effective relationships with key stakeholders in the NHS and other relevant organisations
- Develop strong and effective relationships with policy counterparts across the cancer charity sector to coordinate influencing activity and identify opportunities for cross-sector working

Other duties

- Participate in relevant internal processes: staff and team meetings, project groups, and cross organisational working groups
- Keep informed of current developments in politics and health/bowel cancer in relation to the Policy and Influencing team's strategic objectives
- Ensure data is handled in accordance with the Data Protection Act
- Carry out other duties as required to support the team's policy, influencing and campaigning activities
- Have fun and challenge yourself at work, model the charity's values and abide by our policies and practices

Person specification

Qualifications and experience

- We welcome applicants from a broad range of experience and background, specifically spanning policy, science or health
- Proven experience or enthusiasm for learning about health policy issues, particularly those faced by bowel cancer patients

Knowledge, skills and abilities

- Good verbal, written communications and presentation skills with the ability to communicate effectively and adapt style to different audiences. Including the ability to explain information clearly and encourage colleagues to understand different points of view
- Proven ability of strong analytical and research skills to identify and solve a range of problems
- Good interpersonal, influencing and negotiating skills
- Understanding of the health policy and political environment
- Excellent organisational, time and project management skills with the ability to prioritise work, handle conflicting demands and meet tight deadlines on defined work areas
- Proven ability to support the day-to-day management of specified projects, proving some technical input in the project planning stage.
- Knowledge of the health service and health service policy issues. Awareness of cancer issues and bowel cancer in particular is desirable

Personal qualities

- A passion and enthusiasm for making change and interest in our health policy priorities
- A real enjoyment for policy development, with a detail-orientated approach and an ability to identify key issues and find effective solutions
- The confidence and personal authority to work and liaise with external organisations and senior stakeholders
- A willingness to try new things and be creative to deliver change

Safeguarding

Safeguarding is everyone's responsibility and we're committed to safeguarding children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

Successful candidates may be subject to either a satisfactory basic or enhanced disclosure from the Disclosure and Barring Service (DBS) dependent upon the role.