

Role Profile

External Affairs Adviser

Role Purpose...

- To contribute to the development of Macmillan's change propositions and delivery of external affairs strategies across UK to deliver at-scale change for people with cancer, particularly the most marginalised groups.

In this role, your accountabilities and responsibilities are...

- Advise on the development of a range of external affairs strategies across UK to deliver Macmillan's strategy and at-scale change for people with cancer, particularly the most marginalised.
- Contribute to matrix external affairs projects across UK according to the needs of Macmillan's strategy and collaborate with a wide range of teams to ensure projects are evidence-based and impactful.
- Build and maintain relationships with key stakeholders, including policymakers, government officials, healthcare providers, Macmillan partners and prospective partners and other relevant organisations.
- Ensure accurate stakeholder records are kept and operate and maintain stakeholder management systems.
- Monitor and analyse policy developments and legislative changes relevant to people with cancer, Macmillan and Macmillan's strategy, and contribute to internal advice and analysis in response.
- Contribute to policy briefs, position statements, and consultation responses to influence policy decisions, and partnership pitches and proposals.
- Collaborate with internal teams to ensure policy positions are evidence-based and aligned with the charity's strategic priorities.
- Work collaboratively with internal teams, including research, fundraising, and patient support services, to integrate external affairs activities with broader organisational objectives.
- Represent the charity at appropriate forums including external meetings, events, and forums to advocate for system change for people with cancer.
- Work closely with the communications team to develop and execute media strategies that advance national system change objectives.
- Plan and manage external events and interventions to deliver strategy, such as conferences, roundtables, and public awareness campaigns.
- Develop materials and resources to support external affairs activities, including reports and presentations.
- Be familiar with and adhere to all relevant Macmillan policies and procedures at all times.
- Any other duties as reasonably required in line with skills, knowledge, and experience to contribute to Macmillan's wider success.

To do this role, you will have...

- Experience contributing towards analysis and translation of data and evidence into external messaging and narratives to influence a wide range of stakeholders.
- Understanding of political and policy context across the UK.
- Experience of working in different political and policy contexts, and with a wide range of different stakeholders.
- Openness to new ideas and approaches, with the ability to implement innovative practices in external affairs.
- Flexibility to adapt to changing circumstances and respond effectively to emerging issues.
- Experience of working in multi-disciplinary teams or on multi-disciplinary projects led by matrix management.

In this role, you will work with different people and teams, they are:

- National System Change team
- National Partnerships team
- Systems and Community Partnerships teams
- Corporate and Philanthropy Partnership teams
- Centre for Clinical Expertise
- CEO office and Executive Team
- Comms, Brand, Marketing and wider Engagement teams
- Insight, Customer, Research, Performance and Data teams
- Public services representatives, governments and policy makers across the four nations
- Voluntary and public sector leaders and partners

In this role, you will achieve...

- External Affairs and stakeholder strategies which deliver Macmillan's strategy through delivering at-scale change for people with cancer, across the UK.
- A compelling portfolio of evidence-based propositions for systemic change for people with cancer.
- Effective contributions to matrix-team projects to deliver external affairs strategies and impact for people with cancer.
- A wide network of effective external stakeholder relationships.
- Systems to manage and steward a wide range of stakeholders effectively.

Directorate: Partnerships	Division: National System Change
Reporting To: External Affairs Manager	Location: Home based

Number of Direct Reports: 0	Salary Band: 6	Date Reviewed: Sept/24
Role Profile: Please X Generic ☒ Unique ☐	Version No. XXX	<u>HR Use Only</u>

Safeguarding

At Macmillan, we are committed to safeguarding the well-being of all service users, employees and volunteers who are involved in or affected by our work. All children and adults, regardless of age, disability, sex, racial heritage, religious belief, sexual orientation, or gender identity, have the right to equal protection from all types of harm or abuse and the right to be treated with respect.

All employees and volunteers have a duty to prevent the abuse of children and adults and report any safeguarding concerns to the relevant person.