POLICY & PUBLIC AFFAIRS MANAGER NORTHERN IRELAND



DIABETES UK
KNOW DIABETES. FIGHT DIABETES.

WHO WE ARE

We are Diabetes UK and it's our mission to tackle diabetes, day in and day out, until it can do no harm. One in five adults in the UK are living with diabetes or prediabetes, and we're determined to change that. Join us and together we can change the future of diabetes.

For the last 90 years, we've been behind vital policy changes, as well as new treatments and technologies to make living with diabetes easier every day. But there's more to do.

We're committed to preventing diabetes where possible, improving daily life for those living with it, and ultimately finding a cure. We're also focused on tackling stigma and reducing inequalities faced by people at risk or living with diabetes.

We've got some really ambitious goals over the next few years and we're looking for people who share our ambition to help us stop the harm diabetes causes.

We can't do any of this without you.

Our 2026 -2030 strategy commits us to 3 ambitious outcomes: Prevention and Cure, Everyone included and Living Well with Diabetes. To read more about our strategy please click here DUK-Strategy-2026-2030-compressed.pdf

At Diabetes UK, we live and breathe our values:

We put people first – We recognise that people are individuals with different preferences, circumstances and needs. We collaborate with others, listen carefully and keep commitments.

We make change happen – We are ambitious to drive change with and for people living with diabetes. We challenge constructively if needed.

We're driven to know more – We find ways to share knowledge and insights with colleagues and take advantage of learning opportunities across the charity.

We keep things simple – Diabetes is complicated enough.

If these values resonate with you, we'd love to hear from you.



Colette Marshall
Chief Executive

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JOB DESCRIPTION

Role title: Policy & Public Affairs Manager

Contract type: Permanent

Hours: 35 hours

Location: Northern Ireland

Salary: £36,932-£41,035 - Band 5

Role reports to: National Director

Key tasks and responsibilities

- Lead the development and delivery of Diabetes UK Northern Ireland's policy and public affairs strategy, aligned with wider organisational priorities.
- Develop evidence-based policy positions for Northern Ireland on diabetes care, prevention, health inequalities and related health and social care issues.
- Produce high-quality policy content, including consultation responses, calls for evidence, policy papers, reports, briefings and media lines.
- Lead political influencing activity, engaging with MLAs, civil servants, parliamentary staff and other key decisionmakers.
- Provide secretariat support to the All-Party Group on Diabetes, helping to coordinate its activity and engagement.
- Support and deputise for the National Director in external engagement, influencing, networking and partnership work when required.
- Build and maintain strategic relationships with system leaders, partner organisations, coalitions, researchers and people affected by diabetes.
- Use research, policy analysis and lived-experience insight to shape policy, campaigns, influencing and improvements in diabetes care.
- Act as a media spokesperson and support proactive and reactive press, public relations and crisis communications, including occasional out-of-hours activity.
- Collaborate across Diabetes UK to ensure policy, campaigning, influencing and communications are consistent, coordinated and capable of achieving system change.

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Person specification

	Criteria:		Assessed via:	
	E	D	A	I
Experience				
Experience of developing and delivering an **evidence-based policy and public affairs strategy** that supports organisational priorities and measurable outcomes.	X		X	X
Experience of **public affairs, government relations or lobbying**, including engagement with elected representatives and knowledge of parliamentary processes.	X		X	X
Knowledge				
Strong understanding of **Northern Ireland health and social care policy, structures and policy** including inequalities, prevention and the wider determinants of health.	X		X	X
Knowledge of the **Northern Ireland Executive, Department of Health and Public Health Agency**, and how to influence policy and system change.		X	X	X
Understanding of **diabetes and other long-term conditions**, or a clear commitment and ability to develop this knowledge quickly.		X		X
Skills				
Strong **influencing, diplomacy and relationship-management skills**, including engagement with senior decision makers, partners and people with lived experience.	X		X	X
Excellent written and verbal communication skills, with the ability to make **complex evidence and policy issues clear and compelling** for different audiences.	X		X	X
Experience of **researching complex issues and working collaboratively with stakeholders**, partners and internal teams to influence decisions and develop solutions.		X		X
Qualifications/Professional membership (if applicable)				

E – Essential D – Desirable A – Assessed at Application I – Assessed at Interview

If you don't meet all the criteria listed but meet most and have transferable skills with a passion for our mission, you are still welcome to apply for this role.

If you are invited to attend an interview in person, we will reimburse reasonable travel costs excluding hotel or overnight stays.

(Include for fundraising roles:) Diabetes UK is committed to fundraise in a way that is legal, open, honest and respectful and expects all staff and volunteers to share this commitment. We are registered with the Fundraising Regulator and you will be expected to adhere to the Code of Fundraising Practice.

Behaviours

For candidates
All employees are expected to abide by our values and behaviours framework which can be found here Combined general and people managers framework. Below are a set of behaviours that you will be expected to demonstrate in your application form and that will also be explored during your interview.

Behaviours for job roles band 4-7

We keep things simple

- Use clear, accessible language, avoiding jargon unless it's relevant to your audience.
- Be clear, when making a decision or sharing information, about who you are involving and why.

We Make change happen

- Speak confidently about the impact we've made and our ambitions for the future.
- Be curious about what's happening within and beyond the charity to identify what has to change, making sure to clarify the root cause.

We're Driven to know more

- Proactively look to learn more and share your new knowledge and insights with colleagues.
- Use data and evidence, if available, to support decision-making, being open to changing your mind if new information comes to light.

We put people first

- Recognise that people are individuals with different preferences, circumstances and needs.
- Make realistic commitments to others and see these through. If there's a sound rationale not to do so, explain why in a timely manner.