

External Affairs and Policy Specialist

London, Greater London (Hybrid)

£40,000 per year

Full-time

Permanent

Job description

Do you want to help shape public debate, influence policy and communicate the value of homecare to Parliament and the wider public?

We are looking for a driven, curious, and politically aware External Affairs and Policy Specialist to help us communicate our policy work externally and strengthen the voice of homecare providers. You will turn policy insight, member experience and evidence into clear, persuasive communications for Parliament, the media, stakeholders and members

As a small, influential membership body, we offer breadth, visibility and responsibility. This role will suit someone who enjoys working hands-on in a small team, where priorities can move quickly and individual contribution is highly visible. We invest in our people, encourage professional development and give you real responsibility and exposure from day one. Your work will help shape national conversations and support a sector that matters.

About us

We are the UK's largest care association and the leading membership body for over 2,100 homecare providers. Together, we work to ensure society values and invests in homecare so we can all live well at home and flourish in our communities. We support our members with practical tools, trusted insight and strong representation, and we speak with authority to government, Parliament, the media and the wider public.

About the role

As External Affairs and Policy Specialist, you will play a central role in communicating our policy work externally, strengthening our parliamentary and media engagement, and ensuring members feel informed, heard, and represented. You will also help gather insight directly from members, including through focus groups, and use this evidence to support our policy, influencing and communications work

You will ensure members feel informed, heard, and represented, while helping to build our presence and influence in Parliament. A core part of the role involves

translating what our members experience on the ground into clear, persuasive messages that resonate with policymakers and parliamentarians.

This role suits someone who enjoys joining the dots between policy, politics, evidence, and communication. You will need to understand the policy environment, spot opportunities quickly and turn complex issues into clear messages that support our external influence.

What you will do

Parliamentary engagement

- Support day to day parliamentary monitoring and identify opportunities to influence debates, questions and policy development
- Draft high-quality briefings, parliamentary questions, and stakeholder communications
- Build and maintain relationships with MPs, Peers, and parliamentary staff
- Support delivery of our parliamentary engagement activity, including events and party conferences

Member communication

- Draft clear, timely and engaging communications for members, including briefings, updates and campaigns
- Work directly with members, including through focus groups, to capture insight, case studies and evidence
- Ensure member voice sits at the centre of our external messaging
- Translate complex policy and political developments into clear, practical and accessible information for members and external audiences

Wider external affairs

- Monitor media coverage and support proactive and reactive media activity
- Contribute to social media and wider communications output
- Support campaigns, publications, events and stakeholder engagement
- Support team coordination, reporting and continuous improvement

About you

You are bright, motivated and organised, with a strong interest in politics, policy and communications. You enjoy writing, relationship-building and working at pace. You can understand complex issues, ask good questions and turn evidence into clear, compelling messages for different audiences.

You will bring:

- Strong written and verbal communication skills, with an ability to translate complex policy issues for different audiences

- Experience in public affairs, policy communications, media, communications or campaigning, or a closely related field
- An understanding of UK parliamentary processes, political engagement and the wider policy environment
- Confidence gathering insight from stakeholders, members or service users, including through meetings, interviews or focus groups
- Confidence using social media to inform, engage and influence
- Strong planning skills and the ability to manage multiple priorities
- An interest in social care, health or public services, or a desire to build expertise in this area

Why join us

If you want a role where your ideas count and your work makes a difference, we would love to hear from you.

How to apply

Please submit your CV and a covering letter of no more than two pages explaining:

- why this role and the Homecare Association interest you
- how your experience matches the policy communication, member insight and external affairs elements of the role
- your current notice period or availability

The Homecare Association is an equal opportunity employer. We value diversity and encourage applications from all qualified candidates.

For the full role profile, and person specification, please go to our website and the 'About Us' page.

Closing date for applications

We may review applications and invite candidates to interview before the closing date, so early applications are encouraged. As part of shortlisting, we may arrange a short initial conversation with candidates to discuss the role, salary expectations, availability and fit. Please note that we are not accepting speculative approaches or CVs from recruitment agencies or third-party recruiters.

Interviews

First stage interviews will be held in person, at our office in London and will involve a short-written task. The closest train station to our office is Waterloo.