

We've ambitions to change so much, to improve support for endometriosis – are you the Policy and Public Affairs Officer we need to help us?

Thank you for your interest in the role of Policy and Public Affairs Officer at Endometriosis UK. Endometriosis impacts the physical and mental health of 10% of women and those assigned female at birth, from puberty to menopause - although the impact can be felt for life. Yet it's a disease most people have never heard of, do not understand and that has no cure. It costs the UK economy around £8.2 billion every year in healthcare costs, loss of work and treatments and yet it isn't recognised by most employers. As the UK's leading charity for all those affected by endometriosis, we're determined to change this and ensure that everyone gets prompt diagnosis and the best treatment and support.

We've big ambitions in our strategy, focused on better supporting those with endometriosis, driving down diagnosis times, campaigning for improved treatments and access to services, raising awareness, and leveraging more money into research. We place people with endometriosis at the heart of all we do. If we get our work right, we really can make a difference to the 1.5 million women and those assigned female at birth with endometriosis in the UK – and all those diagnosed in the future.

This will be a busy, varied and important role working closely with the Head of Campaigns and Communications to identify opportunities to influence external policy to better support and represent the needs of those with endometriosis. You will be working as part of a passionate team with a strong commitment to achieving change to help those with living with endometriosis. You'll have a sound knowledge of the UK political landscape and how to influence it and will play an important role in developing our campaigns. This is an exciting opportunity to help drive forward Endometriosis UK's strategy and boost our impact for the benefit of everyone affected by endometriosis. I hope you'll consider joining us so we can, together, do even more.

Best wishes



Kate Fitch
Interim Director of Communications and Campaigns

JOB DESCRIPTION

Job title:	Policy and Public Affairs Officer
Reporting to:	Head of Campaigns and Communications
Working hours:	Full time/ 37.5 hrs a week
Location:	Endometriosis UK's office at London Bridge (3 days/week), with home working (2 days/week).
Contract:	Permanent
Annual salary:	£30,000-£32,000 pro rata depending on experience (including London Weighting)
Closing date for applications:	5pm on Monday 20 th May
Interview Date:	Monday 3 rd June or Tuesday 4 th June In person at our office in London Bridge

ABOUT US:

Endometriosis UK is the leading UK charity supporting those living with endometriosis. Formed in 1981, we offer information and support to women and those assigned female at birth with endometriosis, for example through our website and information leaflets, and via our local support groups, Helpline and online forum. As well as directly supporting those with endometriosis, we work to raise awareness of endometriosis amongst healthcare professionals, the public and the media; lobby for improved treatment and management; and support research. Current campaigns include getting menstrual wellbeing taught in schools across the UK, improving diagnosis times including through healthcare practitioner awareness and education, and for implementation of the NICE guidelines on endometriosis across the UK to deliver better treatment and care. We have a big job to do and ambitious plans.

ABOUT THE ROLE:

We have an exciting opportunity for a Policy and Public Affairs Officer to join the Campaigns and Communications Team at Endometriosis UK. Our Campaigns and Communications team aims to drive real change for those with endometriosis, and as Policy and Public Affairs Officer you will play a key role in developing policy solutions to support our campaigns and organisational strategy. You will be passionate about creating change, and know what doors to knock on to influence the policy agenda. You'll play a key role in influencing the health agenda across Westminster and the devolved nations through stakeholder mapping, parliamentary monitoring, responding to government consultations, and producing parliamentary briefings.

ABOUT YOU:

We are looking for a highly motivated Policy and Public Affairs Officer. You'll be able to understand complex issues and be able to communicate these with a wide range of audiences including internal and external stakeholders. You will exercise sound political judgement and have a strong understanding of the UK political and health landscape.

ROLE

This role sits within our Campaigns and Communications Team, and you will be responsible for supporting the team's policy and public affairs work.

In this role, your key responsibilities will be:

1. Ongoing monitoring of policy and political developments across the UK including key debates, parliamentary questions, and select committee activities. Proactively identifying and facilitating opportunities for parliamentary influencing.
2. Identifying and responding to policy consultations and opportunities to influence external policy to better support and represent the needs of those with endometriosis.
3. Providing coordination and administrative support for our work with government groups, for example APPGs and devolved equivalents.
4. Providing support to organise parliamentary events in Westminster and the devolved administrations where required, including during Endometriosis Action month.
5. Providing administrative support to support the work of the team, where required.
6. Engaging political decision-makers in the work of the organisation including arranging visits to relevant endometriosis services in their area, where appropriate.
7. Supporting the team to communicate the charity's position on policy issues across the UK to a variety of internal and external audiences.
8. Working with the Public Affairs Advisor, Campaigns and Communications Manager and Head of Campaigns and Communications to develop key policy asks for public campaigns.
9. Support the smooth running of the Campaigns and Communications Team, and covering absences as required.
10. We are a small, busy charity, and all staff help with the general running of the organisation in addition to their specific role activities.

Person specification:

1. Experience of work in a policy, research, public affairs or campaigning setting.
2. Ability and experience of grasping and communicating complex policy issues.
3. Understanding of parliamentary processes and influencing levers.
4. Strong writing and proof-reading skills; with great attention to detail.
5. Proven communications skills, with excellent written and verbal presentation skills.
6. Understanding of living with endometriosis or a demonstrable interest in women's health and empathy with our mission.
7. Understanding and demonstrable commitment to equal opportunities, diversity and inclusion.
8. Enthusiastic and proactive self-starter with proven ability to work proactively and with initiative.
9. Good IT skills, including competence in Microsoft Office.
10. Ability to be able to work flexibly including some weekends and evenings.
11. Undertaking any other duties commensurate with the general level of responsibility of the post.

Desirable:

12. Detailed knowledge of health, education and/or employment policy, NHS structures and health care delivery systems.

The closing date for applications is 5pm on Monday 20th May and interviews will take place at our Office in London Bridge on Monday 3rd and Tuesday 4th June. To apply, please send your CV and a maximum 2-page cover letter outlining how you meet the person spec and why you are interested in this post to: assistant@endometriosis-uk.org

Please note that for capacity reasons, we are only able to get back to successful candidates on the status of their application.

Best of luck with your application.