



JOB DESCRIPTION AND PERSON SPECIFICATION

Role	Policy and Public Affairs Officer		
Location	London / Hybrid within the UK		
Contract Type	Permanent	Contract Length	N/A
Salary	£31,594 - £36,594 (pro rata for part time hours)		
Office attendance / travel requirements	Expected travel for this role is: The majority of our roles can be performed hybrid which means you will be required to attend the office 2-4 days per month, there may also be additional need to attend in-person events i.e. parliamentary or coalition events . Travel costs to your contracted office will be at your own expense.		

CONTEXT

The Policy and Public Affairs Officer has a vital role in ensuring our mission becomes a reality. You will work in the Policy and Influencing Team, developing evidence-based policy positions on issues such as speeding up diagnosis for people with blood cancer and access to the very best treatments, and building relationships with MPs, Peers, Government and NHS to support our work.

Working closely with colleagues in the team and the wider Research, Policy and Services Directorate, you will be responsible for identifying policy issues as they emerge, developing a compelling and persuasive narrative to support our proposals, and bringing people affected by blood cancer into our policy and campaigning work.

Our teams work hard every day to make a true difference in the lives of those affected by Blood Cancer. We are proud to support them with a range of benefits, recognition and many options for agile working. All contributing to a strong work/life balance. We also have various learning opportunities to support you in your development and help you grow to realise your potential and shape a career with Blood Cancer UK.

We believe our people are able to work best when they are able to exercise a high degree of autonomy over working location as part of our agile working policy. This means that you'll have the choice of working remotely or in our London office. This role does require regular attendance at in person meetings and events, for example to engage with policy makers. As your contractual place of work will be our London office, only meetings which are more costly than your journey to our office will be covered under our expenses policy. For more details of our agile working policy, please see here:

<https://bloodcancer.org.uk/about-us/work-blood-cancer-uk/agile-working/>.

KEY RELATIONSHIPS

Reports to	Policy and Public Affairs Manager
Line management responsibilities	None
Key relationships	Policy and Influencing team; Research, Policy and Services directorate

MAIN RESPONSIBILITIES

- Lead Blood Cancer UK's policy and public affairs work in England, ensuring the voice of people with blood cancer fully informs our public facing policy lines.
- Horizon scan for emerging policy issues by working closely with senior colleagues in the directorate. Develop Blood Cancer UK's policy positions on these issues by gathering insights from healthcare professionals, researchers and the blood cancer community.
- Put the blood cancer community at the heart of our policy and campaigns activity, including responsibility for our Policy Panel.
- Coordinate with the Policy and Public Affairs Manager to influence policy outcomes in England.
- Maintain a detailed knowledge of the health/blood cancer policy landscape, including the evolving structure of the NHS and local/national organisations responsible for delivering services, and share this information internally in a timely manner.
- Represent Blood Cancer UK on policy coalitions at health conferences and in external meetings with officials and decision makers.
- Review and provide analysis of key health data, particularly in relation to diagnosis, care and treatment for people with blood cancer.
- Work with external organisations which Blood Cancer UK has commissioned to undertake policy research on our behalf.
- Work with the Policy and Public Affairs Manager to coordinate policy positions and priorities across the four UK nations

THINGS WE ALL DO

- Promote Blood Cancer UK's vision, mission and core values
- Support Blood Cancer UK's commitment to actively promoting equality, diversity and inclusivity
- We're all fundraisers. This is slightly different for all roles, and your team will have fundraising KPIs and objectives we all work to
- Attend and assist at Blood Cancer UK events and activities as required (NB this involves evening and weekend work)

- Be an effective ambassador for Blood Cancer UK at any activity you attend
- All staff are expected to adhere to Blood Cancer UK’s policies and procedures
- Do any other reasonable things your manager needs you to do
- We work in partnership with our community by actively involving people affected by blood cancer in the decisions we make about our work – what we do and how we do it

PERSON SPECIFICATION

Skills knowledge and experience
Experience of working in a policy development role and an excellent understanding of health policy and structures.
Good understanding of health policy in England and NHS structures locally and nationally
An understanding of how data and evidence can best be used to support our policy campaigns
Experience of responding to Government, Parliament and Select Committee consultations
Excellent interpersonal skills and the ability to develop good relationships both with colleagues and key external stakeholders, clinicians and people affected by blood cancer.
Excellent knowledge of cancer policy or a strong desire to develop such knowledge.
Understanding of health policy and structures in Scotland, Wales and Northern Ireland is advantageous
Good communications skills, including an ability to write for a range of audiences including via the web and social media and explaining complex concepts in plain English.
Experience or knowledge of involving disabled people/people affected by long-term conditions in policy work
Supports a culture of continuous improvement and able to work and plan with a high degree of autonomy
A commitment to equal opportunities and diversity and the aims and values of Blood Cancer UK