



Brain Tumour Research - Job Description

Policy and Public Affairs Officer

Job Purpose:

Working with the Head of Stakeholder Relations and the Policy and Public Affairs Manager, you will support the development and implementation of effective public affairs and campaigning activities, at Westminster and across the devolved nations, engaging with a broad group of stakeholders including campaigners and activists, member charities, and our research community to ensure we campaign with one voice and help drive change for brain tumour patients and their loved ones. This is a great opportunity to further develop policy and public affairs skills as part of a high-performing and impactful team.

Brain Tumour Research is an exciting, innovative and ambitious charity. We are passionate about finding a cure for brain tumours through the establishment of dedicated Brain Tumour Research Centres of Excellence around the UK.

Reports to: Policy and Public Affairs Manager

Location: Milton Keynes, Head Office. We offer hybrid working (minimum of 3 days per week in the office).

Contract: Permanent

Hours: Full Time, 35 hours per week

Requisite Skills and Experience:

Education and qualification

- A graduate qualification in a relevant discipline is desirable

Specialist knowledge and skills:

- Knowledge of how the UK Parliament, Government and ideally how Devolved administrations operate.
- Knowledge of how the NHS and charities operate or demonstrate ability to gain understanding.
- Knowledge of the challenges of a brain tumour or exemplify the ability to gain understanding.

Relevant experience:

- Experience of considerable success working in a policy and/or public affairs role. (Ideally in a health, charity or Parliamentary environment).

General skills:

- A meticulous attention to detail.

- Excellent written communication skills with the ability to communicate to both expert and non-expert audiences.
- Excellent verbal communication skills with the ability to develop effective external working relationships.
- Committed team player with ability and desire to contribute to team and organisational success.
- Able to plan your time and workload to meet multiple deadlines in an organised manner.
- Highly numerate.
- Good IT skills, e.g., Microsoft suite and online databases
- Excellent organisational skills
- Commitment to Brain Tumour Research strategy and alignment with our core values
- Ability to travel from time to time either in the UK or abroad, with occasional overnight stays

Main Duties:

- Working with others in the team to help to develop and deliver public affairs and campaigning plans that support Brain Tumour Research's organisational objectives.
- Highlight the specific needs of brain tumour patients and promote a compelling and persuasive narrative to support our policy calls.
- Support with the secretariate responsibilities for the All-Parliamentary Group on Brain Tumours and support with the secretariate responsibilities for the Cross-Party Group on Brain Tumours in Scotland including drafting the minutes and other paperwork including the required administration.
- Conduct policy research and analysis to drive forward the charity's policy agenda.
- Contribute to written responses to Government (including Devolved administrations) papers, and health policy consultations, in alignment with the charity's policy and campaigning asks.
- Support our engagement strategies in Westminster and the devolved nations.
- Monitor relevant parliamentary activity and ensure that the team is kept up to date with developments in health and research relevant to brain tumours.
- Be responsible for updating our APPG/CPG website pages and writing up and drafting reports from these groups.
- Draft written briefings for internal use and updates for our supporters on the latest policy developments and our campaigning activities.
- Support our work with our public affairs agency, bringing a nuance to them, that reflect our strategic goals.
- Assist in the preparation of reports and presentations for internal and external audiences.
- Contribute to the Brain Tumour Research blog; and campaigning website pages, ensuring that they are kept up to date with the latest campaigning and support mechanisms for potential activists to get involved.
- Monitor the campaigning inbox, adding campaigners to the CRM in a timely manner and signposting effectively, according to agreed SLAs.
- Support the engagement of Brain Tumour Research campaigners, working with the Head of Stakeholder Relations to convert Campaigners to Activists
- Engage with government officials, parliamentarians, charity partners and other stakeholders to advocate the organisation's position.

- Help organise events, to ensure our messages are communicated to external stakeholders
- Represent the organisation at cancer conferences and charity forums.
- Identify opportunities for case studies and press releases, working with the PR team to deliver on these and delivering against our agreed KPIs
- Work with others to design and implement mechanisms to update our team and supporters e.g. individuals, member charities, about our public affairs and campaigning activity.
- Working with others in the team where appropriate to monitor and maintain an up-to-date knowledge of cancer statistics, political news and policy. This includes research and culture, legislative and public policy developments relevant to brain tumours, and an understanding of the external environment in which the charity is aiming to campaign and to influence.
- Work with social media/digital team in creating content for website, and our social media channels, for example, Facebook, and X (Twitter) to demonstrate our authority, including answers to responses on posts
- Work highly effectively as part of a small team.

Other Duties:

- Ensure compliance with all relevant legislation including the Code of Fundraising Practice and with official guidance issued by the Fundraising Regulator and the Charity Commission.
- Comply with Brain Tumour Research's internal policies as appropriate.
- Undertake any other reasonable duties as required by Management.