

Job Description

Post	Policy & Development Manager (12 months fixed term, 4 days per week) Applications from candidates wishing to work on a freelance or consultancy basis will be welcome.
Location	Home based with occasional travel to London
Reporting to	Blood Cancer Alliance Steering Group
Responsible for	Finance & Administration Officer

Job Summary

There are around 240,000 people living with blood cancer in the UK. Together, blood cancers are the fifth most common type of adult cancer, the most common cancer amongst children and the third most fatal cancer. Together, they claim more lives every year than breast or prostate cancer, however they remain widely unknown. Those living with one of these cancers face unique challenges whilst undergoing diagnosis, treatment, and on-going care.

The Blood Cancer Alliance (BCA) is a coalition of charities which represent the blood cancer community. Our ambition is to transform and improve the lives of people within our blood cancer community. We are united by our goal to improve the experiences and outcomes of the diverse group of people affected by blood cancer. We aim to amplify, focusing on areas where we can have greater impact for the blood cancer community through working collaboratively. We are led by our values to be collaborative, cause driven, evidence-based, patient-centred, and courageous.

Earlier this year the BCA became a legal entity registering as a Charitable Incorporated Organisation (CIO), with the Charity Commission. As a result, it is looking for a driven and experienced individual passionate about driving improvements in policy and practice for those affected by cancer. The candidate will develop and manage the Alliance's policy and influencing plans and budgets, providing insight and analysis to the Alliances Policy Members and CEOs and assist with communication with members, stakeholders, and agencies. The individual will also be responsible for sourcing and developing the Alliances short- and longer-term funding, working with industry partners and other funders to ensure the viability of its work. This is an excellent opportunity to build experience in health charities and/or health policy. The individual will be employed by Myeloma UK, a member of the Blood Cancer Alliance, but will be expected to work independently. The member organisation will provide training and development opportunities.

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Tasks & Responsibilities

Policy and Research:

- Contribute to the setting of policy priorities of the BCA through the strategy development process
- Set the annual policy and research priorities and plans and budgets, working with the Alliance's Policy Leadership Team
- Report on the priorities for approval by the CEO Members
- Commission tenders and manage agencies/freelancers to deliver research and analysis projects
- Manage and co-ordinate reactive responses to political and policy changes
- Organise events to engage stakeholders and/or promote the BCA's work
- Develop and manage new reporting and internal communications frameworks for the Alliance's work including weekly updates to the policy subgroup on relevant policy and political changes
- Represent the BCA at relevant events, forums and meetings

Income Generation and Development:

- Develop and manage income generation plans and annual budgets
- Develop relationships with funders including Industry Partners, meeting as and when necessary
- Organise agenda for the 6 monthly Industry Partner Forum to update partners on our work
- Identify funders of the BCA, prepare proposals, and apply for funding for the BCA through grant applications
- Develop and manage annual marketing and communications plans
- Identify and develop content for BCA channels and projects and manage the website and social media channels

Administration:

- Manage the Policy Leadership Group and meetings and provide policy advice and updates
- Provide regular updates to the members of the BCA about policy and influencing activities
- Manage in-bound communications with the BCA, such as other charities, policy and political stakeholders, funders, and media
- Provide regular updates to the CEOs and trustees on the impact of our work, through written updates and attendance at all meetings
- Ensure all contracts and paperwork are completed and maintained
- Work with the Finance Trustee to ensure good management of the finances and cashflow

Person specification

Essential:

- Previous experience of working in health policy or public affairs to influence progress
- A confident communicator with people at all levels of an organisation
- An excellent writer with outstanding attention to detail
- Able to multi-task, work to deadlines and prioritise workload
- A commercial mindset with the ability to spot new opportunities
- Ability to develop and maintain relationships
- Self-starter able to work at pace under pressure to meet tight deadlines
- Good attention to detail
- Able to work flexibly to meet the needs of the role with sufficient notice
- Confident, enthusiastic, and creative
- Highly IT literate (MS Office, Teams, GoogleDocs)

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the BCA at any time after discussion with the post holder.

Terms and Conditions

The postholder will be employed by Myeloma UK and Myeloma UK standard employment terms and conditions will apply.

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Post	Policy & Development Manager (12 months fixed-term, 4 days per week)
Salary	£45,000 - £50,000 pro rata
Probation period	Three months
Hours of work	<p>The post holder's standard working week will comprise 28 hours, over 4 days. Myeloma UK operates a flexitime scheme and details will be provided by the Head of HR and Operations.</p> <p>The post holder will be expected to assume duties outside working hours to support the delivery of their role and the operation of the organisation when required.</p>
Holidays	Full-time holiday entitlement is 30 days per calendar year, plus 6 public holidays.
Pension scheme	Myeloma UK complies with its auto-enrolment obligations and offers a 7% pension contribution to all staff.
Myeloma UK Office	Myeloma UK is situated at 22 Logie Mill, Beaverbank Business Park, Edinburgh, EH7 4HG.