



Policy manager

Directorate

Support and influencing

Team

Policy, evidence and influencing

Reporting manager

Head of policy and evidence

Direct reports

Senior policy officer

Date of job description

September 2026

Our charity

We're Breast Cancer Now, the UK's leading breast cancer charity. And we're combining the power of science and support to change breast cancer. Now.

We're funding world-class science now, so no one dies of breast cancer in the future. We're here with life-changing support now, so no one has to face breast cancer alone. And we're running groundbreaking campaigns now – for better awareness, quicker, earlier diagnosis and access to treatments.

We've been making change happen for over 50 years, and we're not stopping now. Because we have a bold vision. That by 2050, everyone with breast cancer will live and live well.

We can't do it on our own. But together, we can make change happen. Now.

Overview of the directorate

The support and influencing directorate is responsible for delivering Breast Cancer Now's work to ensure everyone with or at risk of breast cancer gets the best possible care and treatment and is supported to live well.

We provide trusted information, connection and support to people affected by breast cancer across the UK. We work with healthcare professionals and healthcare teams to support them to provide the best possible care. And we are a powerful advocate, standing alongside people affected by breast cancer in calling for change.

This role is in the Policy, evidence and influencing team.

Job purpose

To manage strategic areas of the team's policy work to improve the outcomes and experience of people affected by breast cancer.

Key tasks and duties

Policy development

- Develop and maintain knowledge of breast cancer, strategic areas of policy and the external policy and influencing environment
- Manage work on strategic areas of policy and lead work on specific issues within this area
- Work with the policy research manager on undertaking and commissioning policy research on strategic policy areas
- Work with the senior data analyst to understand and use available data on strategic policy areas
- Develop policy positions and calls based on insight from patients and health care professionals, data and research
- Develop and deliver plans to achieve objectives on strategic areas of policy
- Develop policy materials including briefings, letters, reports, consultation responses and messaging
- Horizon-scan, identifying challenges and opportunities and take appropriate action
- Provide advice to colleagues across the team (including the nations) and organisation on areas of strategic policy you are responsible for

Policy influencing

- Ensure that work on strategic areas of policy is integrated with the work of the organisation
- Develop and maintain relationships with key external stakeholders
- Ensure contact with key stakeholders is logged on the organisational database
- Engage with and represent the charity on relevant external groups, such as committees and boards, and at events
- Work with colleagues in public affairs, campaigns and other teams across the organisation to support the development and delivery of influencing work
- Work with the media and PR team to secure media coverage, respond to media requests and act as a media spokesperson as necessary

Management

- Contribute to the overall management of the policy, evidence and influencing team fostering a collaborative environment and culture of improvement across the team
- Directly manage a senior policy officer ensuring that they have appropriate objectives and are supported and developed to achieve them
- Provide input to operational plans and budgets on strategic areas of policy you are responsible for
- Monitor and report on progress on delivery of plans on strategic areas of policy
- Deputise for the head of policy and evidence when necessary

General responsibilities

- Follow all Breast Cancer Now's policies and procedures
- Undertake any other duties that are within the scope and remit of the role and as agreed with your manager

Person specification

Qualifications and experience

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Experience of working in a relevant policy role delivering significant change	x	x
Experience of using insight from patients and healthcare professionals, data and research to support policy development	x	x
Experience of developing policy positions and calls and written policy materials	x	x
Experience of supervising or managing people	x	x
Experience of building strong relationships with external stakeholders to deliver change	x	x
Experience of working with public affairs and campaigns colleagues to develop influencing strategies	x	x

It's **desirable** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Working in or within the charity sector	x	
Experience of working with the media and acting as a media spokesperson	x	

Skills and attributes

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Excellent verbal and written communication skills with the ability to tailor your communications to match your audience	x	x
Excellent interpersonal skills, confidence working with a range of people including senior colleagues, external stakeholders and people with lived experience	x	x
Excellent organisational skills with the ability to manage multiple projects	x	x
Ability to work under pressure to tight deadlines	x	x
Strong analytical, judgement and decision-making skills	x	x
Ability to work well as part of a team	x	x

Knowledge

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Understanding of the current policy and influencing environment	x	

It's **desirable** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Understanding of how the NHS and health system in England works	x	
Knowledge of key policy areas relevant to Breast Cancer Now	x	

About the role

Key internal working relationships

You'll work closely with the following:

- Colleagues across the policy, evidence and influencing team
- Other teams in the support and influencing directorate, including the nursing, healthcare professional engagement and health information team
- Other wider teams across the organisation, including media and PR team, public health, inclusion and awareness team and fundraising teams

Key external working relationships

You'll work closely with the following:

- People affected by or at an increased risk of breast cancer
- Healthcare professionals and researchers
- Government officials and other decision makers
- NHS England and other health bodies
- Other charities and patient groups
- Think tanks and agencies as well as research agencies
- Relevant professional bodies and membership bodies

General information

Role location and our hybrid working model	This role is based in our London office. Our hybrid working model also allows you to work up to 3 days per week at home. The other days will be primarily based in: 6 th Floor, The White Chapel Building, 10 Whitechapel High Street, London E1 8QS (open Monday to Friday)
Salary range	The salary range for this role is: £46,000 to £49,500 London based
Induction	We want you to have a positive induction experience, so we'll ask you to think about coming into the office a bit more often at the start of your role. This will help you get to know your colleagues, and will make it easier for people to be on hand to support you. After that, you'll be able to move to our hybrid working model.
Hours of work	35 per week, Monday to Friday
Contract type	Permanent
Medical research	We fund medical research, some of which may involve the use of animals. Our aim is to save lives and our research using animals is only when there's no alternative.

Conflict of interests	You're expected to devote your full attention and abilities to your paid duties. This means you shouldn't take on any other business opportunity, occupation or role (paid or non-paid) within or outside of your contracted hours that could impair your ability to act in the best interests of, or prejudice the interests of, Breast Cancer Now or your work.
Immigration, Asylum and Nationality Act 2006	You shouldn't have any restrictions on your eligibility to indefinitely work or reside in the UK.
Our commitment to equity, diversity and inclusion	We're committed to promoting equity, valuing diversity and creating an inclusive environment – for everyone who works for us, works with us, supports us and who we support.

How to apply

We hope you choose to apply for this role. To apply, you need to submit your **anonymised** CV, which means removing all sensitive personal information such as your name, address, gender, religion and sexual orientation.

You also need to submit a supporting statement. Have a look at the essential criteria list on the person specification and give as much information as you can, with examples, to show how you meet the criteria.