

Job description

Policy Officer

Reporting to: Senior Policy Manager

Staff responsibility: None

Salary: £28,804 starting per annum plus £2000 London weighting if applicable (home address within M25 perimeter/regardless of how often travel is required into the office).

We offer a competitive package and are open to discussing compensation based on experience.

Contributory pension scheme and benefits package.

Location: Home based (UK) or London Hybrid

Enrolment Type: Permanent

Holiday entitlement: 27 days, plus three discretionary days between Christmas and New Year and statutory holidays.

Terms and conditions: Full time 35 hours a week

The post holder may be required to work some evenings and weekends. Time off in lieu will be given in line with the charity's policy.

About Bowel Cancer UK

Bowel Cancer UK is the UK's leading bowel cancer charity. We're determined to save lives and improve the quality of life of everyone affected by bowel cancer. We support and fund targeted research, provide expert information and support to patients and their families, educate the public and professionals about the disease and campaign for early diagnosis and access to best treatment and care.

We currently have employees working across four nations in England, Wales, Scotland and Northern Ireland.

Thanks to the generosity of our community, we're in a privileged position to be able to deliver our ambitious new strategy, On a Mission. There are huge challenges facing bowel cancer patients across the UK and our community needs us now more than ever. We're building a strong and united team to bring us closer to a world where nobody dies of bowel cancer.

Job summary

As the Policy Officer, and with the support of the Senior Policy Manager you'll be responsible for monitoring the external health policy environment and will identify, research and develop evidence-based policy positions on Bowel Cancer UK's priorities which impact the lives of people affected by bowel cancer across the UK.

Main responsibilities

Policy monitoring and development

- Proactively monitor upcoming policy developments and lead on ensuring the Policy and Influencing team are aware of upcoming activity, and lead on one or two key strategic policy areas
- Maintain an up-to-date understanding and knowledge of key policy issues related to the organisations influencing priority areas
- Undertake desk-based research and other tasks to support the development of policy on key bowel cancer issues, as well as on consultation responses
- Produce policy briefings and statements based on robust evidence with clear recommendations for bowel cancer, and summaries of key policy issues as and when required.
- Maintain our policy evidence-base by working closely with the Senior Evidence Officer to keep up-to-date key statistics relevant to policy priority areas.
- Support the delivery of comprehensive policy-led influencing strategies by providing policy advice to achieve our aims in creative and impactful ways

Engagement and communications

- Produce high quality and accurate presentations and briefings for internal and external meetings

- Provide timely and concise updates to the Extended Leadership Team on our policy work
- Support the development of content for our social media channels, the Policy and Influencing blog on our website and The Hub
- Represent Bowel Cancer UK as appropriate at stakeholder meetings, coalition working groups and conferences

Building and maintaining relationships

- Build key relationships with policy, academics and medical experts, including the charity's Medical Advisory Board, to inform our policy work
- Take an active role in building and maintaining effective relationships with key stakeholders in the NHS and other relevant organisations
- Develop strong and effective relationships with policy counterparts across the cancer charity sector to coordinate influencing activity and identify opportunities for cross-sector working

Other duties

- Participate in relevant internal processes: staff and team meetings, project groups, and cross organisational working groups
- Keep informed of current developments in politics and health/bowel cancer in relation to the Policy and Influencing team's strategic objectives
- Ensure data is handled in accordance with the Data Protection Act
- Carry out other duties as required to support the team's policy, influencing and campaigning activities
- Challenge yourself at work, model the charity's values and abide by our policies and practices

Person specification

Qualifications and experience

- We welcome applicants from a broad range of experience and background, specifically spanning policy, science or health
- Some direct experience of working on policy issues in health, or a relevant sector, and a willingness to develop these skills further, alongside an interest in those issues affecting bowel cancer patients.

Knowledge, skills and abilities

- Good verbal, written communications and presentation skills with the ability to communicate effectively and adapt style to different audiences. Including the

ability to explain information clearly and encourage colleagues to understand different points of view

- Proven ability of strong analytical and research skills to identify and solve a range of problems
- Good interpersonal, influencing and negotiating skills
- Understanding of the health policy and political environment
- Excellent organisational, time and project management skills with the ability to prioritise work, handle conflicting demands and meet tight deadlines on defined work areas
- Proven ability to support the day-to-day management of specified projects, proving some technical input in the project planning stage.
- Knowledge of the health service and health service policy issues. Awareness of cancer issues and bowel cancer in particular is desirable

Personal qualities

- A passion and enthusiasm for making change and interest in the health policy priorities at Bowel Cancer UK
- A real enjoyment for policy development, with a detail-orientated approach and an ability to identify key issues and find effective solutions
- The confidence and personal authority to work and liaise with external organisations and senior stakeholders
- A willingness to try new things and be creative to deliver change

Working with volunteers

- Work collaboratively with volunteers to support the delivery of charity projects and activities
- Understand the valuable role volunteers and those with lived experience make to our cause
- Help create a positive and inclusive environment for our volunteers whilst encouraging a positive volunteering culture and ethos within the charity

Safeguarding:

Safeguarding is everyone's responsibility and at Bowel Cancer UK we are committed to safeguarding children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

Successful candidates may be subject to either a satisfactory, basic or enhanced disclosure from the Disclosure and Barring Service (DBS - UK), (PVG – Scotland) or Access (NI) dependent upon the role. There is no cost to you and will be processed on your behalf.

Our Values at Bowel Cancer UK:

We live by five core values that guide everything we do. They're not just words—they shape our culture, our decisions, and the way we support our community.

Caring – Patient and Community Focused

We put people first.

- We listen and respond to the needs of patients and families.
 - We make a positive, lasting difference to lives.
 - We work with compassion and empathy every day.
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Ambitious – Determined to Make Change

We aim high because lives depend on it.

- We set bold goals and strive to exceed them.
 - We embrace challenges and find innovative solutions.
 - We never stop learning and growing.
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Supportive – Compassionate and Human

We care about each other and our community.

- We treat everyone with respect and kindness.
 - We create an environment where people feel valued and included.
 - We celebrate teamwork and collaboration.
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Expert – Evidence-Based and Trusted

We lead with knowledge and integrity.

- We base our work on research and best practice.
 - We stay ahead of developments in bowel cancer care.
 - We share expertise to empower others.
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 **Open – Welcoming and Inclusive**

We believe diversity makes us stronger.

- We welcome different perspectives and ideas.
- We ensure fairness and transparency in all we do.
- We create a space where everyone can be their authentic self.