

Policy officer

Directorate

Support & influencing

Team

Policy evidence and influencing

Reporting manager

Policy manager

Date of job description

August 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 support the development of evidence-based policy positions and recommendations
- To develop relationships with appropriate internal and external stakeholders to support our policy and influencing work
- To work with colleagues to support the development and delivery of influencing strategies in line with policy positions.
- To act as a source of expertise across the organisation and externally on key policy areas and the wider policy environment

Key tasks and duties

Policy development

- To support the development of credible, evidence-based policy positions on key policy areas
- To draft policy materials including briefings, documents, consultation responses, letters, reports and messaging on key policy areas
- To build and maintain knowledge of key policy issues and understanding of the external policy and influencing environment
- To support the generation of evidence and insight to shape our policy work, including engaging with people with lived experience of breast cancer
- To analyse information on new and on-going policy issues relevant to the organisation.
- To horizon-scan, monitor and proactively identify issues which require action

Policy influencing

- To work in partnership with external organisations to influence on areas of mutual interest where appropriate
- Represent Breast Cancer Now at external meetings where appropriate
- To work with public affairs and campaigns colleagues to develop and implement influencing strategies to support our policy call

Working across the organisation

- To provide advice on key areas of policy as necessary to a range of colleagues in the organisation
- To work closely and collaboratively with other teams and directorates across the organisation including to inform policy development
- To ensure that colleagues across the organisation are informed about policy and influencing work

General responsibilities

- To contribute to the development and delivery of policy evidence and influencing team plans where appropriate
- Adhere to all Breast Cancer Now's policies and procedures.
- Any other duties within the scope and remit of the role, as agreed with your manager

Person specification

Qualifications and experience

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

	Method of assessment	
	Shortlist	Interview
Of developing written briefings for internal and external stakeholders	x	x
Of analysing evidence and insight to support policy development	x	x
Of working with supporters/advocates, including interacting sensitively with people who are living with distressing personal experiences	x	
Of organising events and working in partnership with other organisations	x	

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

	Method of assessment	
	Shortlist	Interview
Of developing written policy material, such as consultation responses, policy reports and key messaging	x	x
Of networking, building and managing strong relationships with external stakeholders such as politicians and decision makers	x	x
Of conducting and/or analysing quantitative or qualitative research	x	
Of working in or with the charity sector	x	

Skills and attributes

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

	Method of assessment	
	Shortlist	Interview
Excellent communication skills, including the ability to translate complex information into accessible language	x	x
Excellent interpersonal and relationship building skills with the ability to interact with different audiences including patients and the public		x
Ability to coordinate projects including producing plans and working across teams	x	x
Ability to organise work effectively, prioritising, working under pressure and to tight deadlines while delivering on long-term objectives	x	x
Ability to work well as a member of a team, with a wide variety of people	x	x

Knowledge

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

	Method of assessment	
	Shortlist	Interview
A good understanding of the current health policy landscape across the UK and the context in which Breast Cancer Now operates		x
Knowledge and understanding of UK parliamentary process and legislative systems		x

About the role

Key internal working relationships

You'll work closely with the following:

- Other members of the Policy, Evidence and Influencing Team
- Media and PR team
- Research team
- Brand and Communications team
- Nursing, healthcare professional engagement and health information team
- Services teams
- Chief Support Officer, as appropriate
- Chief Executive Officer, as appropriate

Key external working relationships

You'll work closely with the following:

- People affected by, or at risk of, breast cancer
- Healthcare professionals, government officials, politicians, policy-makers, researchers and experts in a wide variety of external organisations
- Health bodies
- Other charities and patient groups
- Relevant professional networks 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: 6th 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: £30,757 to £31,000 if 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

Find out more about us at
breastcancernow.org

