

Job Description

Job Title:	Policy and Public Affairs Manager (Care and Treatments)
Reporting To:	Head of Policy and Public Affairs
Responsible For:	Policy and Public Affairs Officer
Department:	Policy and Public Affairs, External Affairs
Contract:	Permanent
Hours Of Work:	Full time 35 hours per week
Salary:	£40,800 plus London weighting where applicable (£3000) or Work From Home allowance (£450) where applicable.
Location:	London office based or Home based*

*If London office based, you will be required to attend London Head Office 40% of weekly working hours. If home based, you will be required to attend the London Head Office for business needs as required.

Main Job Role

The Policy and Public Affairs Manager will lead the delivery of Cystic Fibrosis Trust's policy and public affairs work across an agreed portfolio, with a focus on ensuring people with CF have access to treatments, both now and in the future, and on improving the care people with CF receive. This will involve implementing the organisation's policy and influencing strategy to improve outcomes for people with cystic fibrosis. Working closely with the Head of Policy and Public Affairs, the role will translate strategic priorities into effective influencing plans and high-quality policy outputs.

The postholder will oversee evidence-based policy development, manage public affairs and stakeholder engagement, and ensure that policy work is informed by lived experience of cystic fibrosis.

Main Duties

1. Lead the development, delivery and evaluation of policy and public affairs work across an agreed portfolio, with a focus on access to treatments and the future of CF care, in line with the Trust's overall policy and influencing strategy and informed by the CF community.
2. Responsible for insight, expertise and analysis into policy and communicating this insight to senior internal and external stakeholders.
3. Develop and implement portfolio-level influencing plans to shape UK Government, Parliamentary, NHS and regulatory decisions affecting people with cystic fibrosis.
4. Oversee and develop high-quality, evidence-based policy outputs, including briefings, consultation responses and parliamentary materials.

5. Liaise with specialist CF clinical groups, including the Cystic Fibrosis Medical Association, and work closely with the Director of Medical Affairs and other colleagues.
6. Build and maintain effective working relationships with parliamentarians, civil servants, regulators and sector partners to support influencing objectives.
7. Contribute to coalitions and partnerships to amplify influence and share insight.
8. Monitor political and policy developments within the portfolio, escalating and responding to risks and opportunities appropriately.
9. Line manage and support a Policy and Public Affairs Officer, providing clear direction, feedback and development.
10. Work closely with Communications and Media colleagues to ensure policy activity is communicated clearly and consistently and Support colleagues to ensure needs of people with CF are reflected in policy work.
11. Develop campaigning or public-facing influencing activity where relevant and agreed.
12. Represent the Trust externally on policy issues as agreed, supporting the Head of Policy and Public Affairs.
13. Contribute to team planning, coordination and evaluation of policy and public affairs activity.

This statement applies to all roles:

You will be expected to carry out any other reasonable duties that are consistent with the position of the role.

This job description was last reviewed in January 2026.

Person Specification – Policy and Public Affairs Manager (Care and Treatments)

Requirement	Essential/Desirable
Education or equivalent	
1.	Educated to degree level or equivalent. Essential
Experience	
1.	Significant experience of policy development and/or public affairs, preferably in a related field (in particular life sciences, research, and health and care systems). Essential
2.	Experience of influencing government, Parliament or other decision-makers to shape policy or practice. Essential
3.	Experience of working collaboratively across teams and with external partners. Essential
4.	Proven ability to manage projects from initiation to completion. Essential
5.	Line management experience, including supporting and developing others. Desirable
6.	Experience of contributing to or overseeing campaigning or public-facing influencing activity. Desirable
7.	Experience of coalition-building or alliance working. Desirable
8.	Experience of working in or with devolved policy contexts. Desirable
Knowledge	
1.	Understanding of and commitment to equality, diversity and inclusion. Essential
2.	Understanding of and commitment to our core belief, mission and values. Essential
3.	Understanding and/or lived experience of cystic fibrosis. Desirable
4.	Strong understanding of the UK political and policy environment, including Parliament and Government. Essential
5.	Understanding of how policy, legislation and public affairs interact to influence change. Essential
6.	Knowledge of evidence-led policy development and consultation processes. Essential
7.	Knowledge of the relevant policy areas, including life sciences, research, clinical care and/or health systems and how to influence change within them. Desirable

Skills		
1.	Excellent written communication skills, with the ability to produce clear, persuasive and well-evidenced policy outputs.	Essential
2.	Strong verbal communication skills, with the ability to engage credibly with senior stakeholders.	Essential
3.	Ability to work collaboratively and build effective relationships internally and externally.	Essential
Abilities		
1.	Ability to translate complex policy and system issues into practical recommendations and actions.	Essential
2.	Ability to manage multiple priorities and deliver high-quality work to deadlines.	Essential
3.	Ability to exercise sound judgement and work with a high degree of autonomy within agreed parameters.	Essential
4.	Ability to identify risks and opportunities and escalate appropriately.	Essential
5.	Ability to lead and motivate others through change.	Desirable
6.	Ability to contribute to organisational planning and continuous improvement.	Desirable
Other requirements		
1.	Carry out any other reasonable duties which are consistent with the skills, abilities, and position of this job.	Essential