

## Job description

# Senior Public Affairs and Campaigns Officer

<b>Reporting to:</b>	Senior Public Affairs and Campaigns Manager
<b>Staff responsibility:</b>	N/A
<b>Salary:</b>	<p>£35,116 starting per annum plus £2000 London weighting if applicable (home address within M25 perimeter/regardless of how often travel is required into the office).</p> <p>We offer a competitive package and are open to discussing compensation based on experience.</p> <p>Contributory pension scheme and benefits package.</p>
<b>Location:</b>	London/Hybrid or home based. Regular travel to Westminster will be required.
<b>Enrolment Type:</b>	Fixed Term Contract (maternity cover)
<b>Holiday entitlement:</b>	27 days, plus three discretionary days between Christmas and New Year and statutory holidays.
<b>Terms and conditions:</b>	<p>Full time, 35 hours a week</p> <p>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.</p>

## 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 Senior Public Affairs and Campaigns Officer, and with the support of the Senior Public Affairs and Campaigns Manager you will be responsible for the development, implementation and monitoring of public affairs and campaigns activity in order to achieve real change through influencing policy and legislation on health services which impact the lives of people affected by bowel cancer in England, with a particular focus on Westminster.

## Main responsibilities

### Influencing, strategy and planning

- Support the development and delivery of comprehensive policy-led influencing strategies by providing public affairs and campaigning advice to achieve our aims in creative and impactful ways
- Develop public affairs and campaign plans which support our influencing strategy by helping to identify levers for change, key stakeholders and meaningful activities to put them into action

- Co-ordinate and implement public affairs and campaign activity to achieve our strategic priorities and to effectively grow and mobilise our supporter base
- Support with the recruitment, retention and mobilisation of campaign supporters and promote long term engagement with the charity, including identifying and developing high-level campaigners
- Work with internal stakeholders to identify cross organisational opportunities for campaigns including integration of campaign and fundraising asks and further the campaigning culture within the organisation
- Evaluate our political engagement and campaign strategies and their effectiveness, highlighting any missed opportunities and learning points as a way of improving our reach and impact

### **Engagement and communications**

- Produce high quality and accurate briefings and parliamentary questions for external political audiences
- Develop and maintain resources to support people affected by bowel cancer in lobbying parliamentarians and decision-makers
- Organise political events to advance Bowel Cancer UK's influencing priorities, such as 1:1 meetings or parliamentary receptions, and consider how patients are represented
- Draft copy for campaign actions, effectively utilising effectively our communication channels to promote our campaigns and engage supporters
- Provide timely and concise updates to the Senior Leadership Team and Board of Trustees on our public affairs and campaigns work
- Represent Bowel Cancer UK at stakeholder meetings, coalition working groups and conferences

### **Building and maintaining relationships**

- Take an active role in building and maintaining effective relationships with key parliamentarians and their staff, campaigners, and internal colleagues

- Develop strong and effective relationships with public affairs and campaign counterparts across the cancer charity sector to coordinate influencing activity and identify opportunities for cross-sector working
- Manage relationships with external agencies relevant to particular projects, political monitoring and e-campaigning platforms

### **Political monitoring**

- Monitor the political landscape to identify influencing opportunities related to our strategic priorities and develop activity plans to maximise these opportunities
- Maintain an up-to-date understanding and knowledge of political developments related to the organisations influencing priority areas
- Maintain and update our Policy Forward View calendar and Parliamentary databases, including Bowel Cancer Champions and PQ database

### **General**

- 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 strategic objectives
- Ensure data is handled in accordance with the Data Protection Act
- Carry out other duties as required

### **Person specification**

#### **Qualifications and experience**

- Experience working in a public affairs, campaigning or advocacy role, with involvement in influencing political or decision-making audiences.
- Experience supporting or delivering public campaigns, supporter mobilisation or advocacy activity.

#### **Knowledge, skills and abilities**

- Excellent networking, influencing, relationship building and management skills, with the ability to inspire and motivate others. Strong understanding of the political environment and of parliament, as well as sound political judgement
- A pro-active and creative approach to influencing work with an ability to identify and exploit external opportunities and a desire to succeed. Able to define and set challenging but achievable campaign objectives
- Excellent strategic thinking and decision-making skills, with the ability to make decisions independently using sound judgement
- Excellent verbal, written communications and presentation skills with the ability to inspire, influence and advocate for change. This includes the ability to translate complex policy into engaging, lay-friendly language
- A good understanding of campaign planning and project management techniques, as well as an understanding of evaluation methods
- Excellent organisational, time and project management skills with the ability to prioritise work, handle conflicting demands and meet tight deadlines
- Understanding of how to use storytelling to develop and integrate case study experiences into campaign messages
- 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 campaigning, innovation, making change and a commitment to our cause
- A real enjoyment of political influencing, with an ability to cut through it to identify key issues and find effective solutions
- The confidence and personal authority to work with government departments and parliaments to build relationships and partnerships
- 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
- 

### **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
- 

### **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

---

## **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

---

## **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