

JOB DESCRIPTION

JOB TITLE:	Senior Policy and Public Affairs Officer
STATUS:	Permanent contract
HOURS:	35 hours per week 9:00am – 5:00pm (JDRF operates a flexible working hours policy)
SALARY:	£34,525 per annum
HOLIDAY:	25 days plus statutory holidays
LOCATION:	Hybrid working – Part office based (Islington, London) part home based The post holder will work a minimum of one day a week in the office
REPORTS TO:	Head of Policy and Public Affairs
DIRECT REPORTS:	Public affairs volunteers as necessary
KEY INTERNAL RELATIONSHIPS:	Director of Policy and Communications, Head of Policy and Public Affairs, Director of Research Partnerships, Corporate Partnerships Manager, Senior Specialist Technology Adviser
KEY EXTERNAL RELATIONSHIPS:	JDRF corporate partners, key NHS and clinical policy stakeholders, Parliamentarians, JDRF global advocacy team

JDRF, the type 1 diabetes charity, funds research to cure, treat and prevent type 1 diabetes. We provide information and support for individuals and families living with the condition at all stages, from diagnosis and beyond. We give a voice to people with type 1 diabetes, ensuring we maintain a focus within the UK and internationally on finding the cure.

JDRF is an organisation with a clear mission – to find a cure for type 1 diabetes. This clarity creates a dynamic and collaborative place to work. We want our employees to be committed and go the extra mile for us. In return, we provide a supportive and rewarding working environment, with room to grow.

PURPOSE OF THE ROLE

The role of the Senior Policy and Public Affairs Officer is vital to achieving our advocacy mission: to reduce health inequalities in type 1 diabetes, to widen access to type 1 diabetes treatments and technologies and to ensure that people with type 1 get access to emerging new treatments and future cures.

Medical research charities such as JDRF have never been more important to the UK's future than they are today. During these extraordinary times, your role will help us shape healthcare policy, and continue improving lives affected by type 1 diabetes, now and in the future.

You will lead on projects with our corporate partners and high-level Parliamentarians, such as our access to treatments work, as well as people with type 1 diabetes, policy makers and researchers. You will help to deliver JDRF's influencing plans, improving access to and choice of type 1 diabetes treatments and technology.

KEY TASKS

1. Project manage our Access for All and T1DE work.
2. Draft reports for key projects.
3. Play a key role in engaging with policy makers, civil servants, politicians and other key health stakeholders across the four nations.
4. Identify opportunities for JDRF to submit responses to formal policy consultations. Collate and submit evidence-based responses and monitor and influence the outcome.
5. Identify through JDRF commissioned market research how socio economic factors adversely affect health outcomes for people w T1D and develop policy influencing plans to help close the gap
6. Map stakeholder relations, identifying and building on new opportunities.
7. Draft policy briefings for MPs, Peers and other audiences as required.
8. Work with the Head of Policy and Public Affairs to develop and maintain forward planning for stakeholder and parliamentary engagement activity by monitoring the political landscape in the weeks and months ahead.
9. Proactively monitoring political developments and communicating how changes will impact our work.
10. Summarise research reports and articles and presenting findings internally.
11. Provide public affairs support to colleagues in Fundraising (such as working with the Corporate Partnerships Manager) and Community Engagement (such as working with the Technology Access Lead) as part of their work.
12. Any other duties as required.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Experience:	<ul style="list-style-type: none"> • Experience of working successfully with politicians, their offices, Government departments, and other public affairs audiences to influence policy and to influence public/stakeholder discourse • Experience of leading public affairs delivery of a cross sector, multi stakeholder programme • Experience in analysing Government policy in-depth and creating policy briefings • Experience of conducting research and analysis, summarising findings clearly to a range of audiences • Experience of drafting briefings, reports and policy submissions • Experience of communicating across a range of parliamentary and professional stakeholders at all levels • Demonstrable knowledge, interest and experience of working in a public affairs and/or policy-based environment 	<ul style="list-style-type: none"> • Experience of managing volunteers • Experience of working in a health-based charity, medical research, industry or organisation
Skills:	<ul style="list-style-type: none"> • Strong written and verbal communications skills with the ability to adapt style for specific audiences and to explain complex policy and public affairs issues in clear and appealing ways • Effective programme management and delivery • Ability to work with individuals at all levels of seniority 	<ul style="list-style-type: none"> • Ability to interpret statistical data and research

	<ul style="list-style-type: none"> • The ability to influence and secure consensus through collaboration • Ability to come up with creative ideas for influencing • Able to prioritise and manage own workload • Excellent presentational skills • Ability to use own initiative and plan work accordingly • Excellent interpersonal skills • Able to understand complex policy issues and communicate them effectively • Accuracy and attention to detail • Programme delivery skills • Ability to work collaboratively and as part of a team • Able to calmly work under pressure and to deadlines • IT literacy (Microsoft Office) 	
Personality:	<ul style="list-style-type: none"> • Leads with initiative and collaborative programme management • Astute decision making • Can remain calm when facing challenges and tight deadlines • Ability to demonstrate empathy with the issues facing people living with type 1 • Integrity in all aspects of teamwork and operational delivery 	

	<ul style="list-style-type: none"> • Persuasive and nuanced in communicating with stakeholders • An interest in co-production and patient involvement 	
Other:	<ul style="list-style-type: none"> • Flexibility and willingness to work unsocial hours on occasion • Occasional UK travel and potentially very occasional international travel 	<ul style="list-style-type: none"> • Knowledge of the issues faced by people with type 1 diabetes and their families

EQUAL OPPORTUNITIES

JDRF is an equal opportunity employer and does not discriminate against employees for job applications on the basis of race, sexual orientation, religion, colour, sex, age, national origin, disability or any other status or condition protected by applicable law. This policy extends to but is not limited to recruitment, selection, remuneration, benefits, promotion, training, transfer and termination.

**JDRF is a registered charity No. 295716 (England and Wales) and SC040123 (Scotland)
Raising funds for research to find a cure for type 1 diabetes.www.jdrf.org.uk**