

JOB DESCRIPTION

Job Title: Senior Policy Officer

Contract: Permanent, full time

Salary: £31,000 – £35,000 depending on experience

Location: Hybrid (most ASH staff go into our Vauxhall office 1-2 days per week. However, we are open to fully remote working for the right candidate). This is a UK-based role; applicants must have the right to work in the UK for at least two years to be considered. ASH is unable to sponsor working visas.

Benefits: 27 days annual leave, flexible working environment, 6% employer / 4% employee pension contribution

Reporting to: Policy and Public Affairs Manager

About us

ASH is a public health charity that works to eliminate the harm caused by tobacco. Smoking is the largest preventable cause of death and disease in the UK and accounts for half the difference in life expectancy between the richest and poorest in society. ASH is a trusted voice in health policy, and we are widely recognised for our impact, expertise and our collaborative approach.

About the role

In 2025, the government will pass landmark legislation via the Tobacco and Vapes Bill, making the UK the first country in the world to phase out the sale of tobacco to future generations. This is your opportunity to join an ambitious and high-performing policy team at a critical time to influence the policy direction on tobacco in Westminster, the NHS and local government. ASH has a small team, meaning that the successful candidate will have the opportunity to work across multiple areas and gain wide experience very quickly.

This includes supporting policy development around novel products such as vapes alongside efforts to reduce health inequalities by addressing smoking among groups experiencing disadvantage. Working in a fast-paced and dynamic policy environment, the Senior Policy Officer will be responsible for delivering ASH's programmes of work to reduce smoking prevalence among people with mental health conditions and improve delivery of stop smoking support in the NHS. There's no such thing as a typical day: the Senior Policy Officer could be involved in everything from leading on consultation responses or contributing to briefings for MPs, to running a webinar for NHS professionals.

Overall objectives for the post

1. To support the development of ASH's policy positions
2. To communicate ASH's message with clarity and impact
3. To maintain ASH's capacity through effective partnerships
4. To support development and implementation of ASH's campaigning strategy

Specific duties of the post holder

1. Contribute to the development and implementation of ASH's policy programme and to otherwise support priority work as required.

2. Building relationships with key stakeholders in government departments, the NHS and other NGOs.
3. Maintaining and developing ASH's stakeholder groups and professional networks.
4. Leading on projects from start to completion, including planning, implementation and comms/dissemination.
5. Keep up to date with policy/political developments and emerging academic evidence and build expertise as required. Share knowledge, expertise and information and ensure that ASH maintains its reputation as a source of accurate and reliable information.
6. Developing and writing briefings, reports and resources on a wide range of issues relating to smoking and vaping.
7. Co-ordinate ASH responses to consultations and enquiries in collaboration with ASH staff and external partners as appropriate.
8. Represent ASH as required (e.g. at conferences and meetings).
9. Drafting ASH Daily News – ASH's popular daily newsletter summing up tobacco-related media stories – once or twice a week.
10. Carrying out desk research (grey literature, academic studies) and support with other research tasks as required.
11. Monitoring ASH inboxes and responding to queries.
12. Supporting with organising and delivering webinars, events and meetings.
13. Complete any other duties appropriate to the role as required.

PERSON SPECIFICATION

With experience of working in relevant policy roles to deliver significant change, you'll be skilled in developing credible, evidence-based policy positions and be able to think strategically. You'll have excellent communication skills and experience of building relationships with, and influencing, key stakeholders. You'll also have a strong understanding of the policy and influencing landscape that ASH works in.

We encourage individuals to apply even if they don't meet every single criteria listed below, as we value potential, transferable skills, and a strong desire to learn and contribute to our team. The successful candidate will demonstrate:

Core Skills and Experience

1. Experience in a policy-related role for an organisation, government department, think tank or NGO.
2. Experience of, or an interest in health policy.
3. Ability to think strategically and identify opportunities for influencing and policy development.
4. A strong academic track record/equivalent work experience and an ability to interpret academic evidence on complex policy areas.
5. Experience of managing projects from start to completion.
6. Excellent written and verbal communication skills and ability to communicate complicated messages authoritatively and clearly, to different audiences.

7. Experience of maintaining good collaborative relationships with stakeholders in external organisations and ability to manage networks of organisations and individuals.
8. A team player who is comfortable working as part of a small team and can work across different projects as needed.
9. Highly organised with an ability to work independently, manage multiple and conflicting deadlines effectively and identify and act on priorities.
10. Ability to identify new and creative solutions to problems.
11. An understanding of research techniques and the ability to interrogate research findings.
12. A practical understanding of some or all of the following areas: national government, local government, parliament and the NHS.
13. Ability to establish and manage administrative systems and databases.
14. Good computer skills including word processing and basic database management.
15. Knowledge of electronic media, and ability to use the internet effectively for research and campaigning purposes.
16. Ability to acquire relevant knowledge within a short timescale.
17. Enthusiasm for, and commitment to, the aims and objectives of ASH.

This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the needs of the charity.