

## **Directorate**

Research support and influencing

## **Team**

Policy evidence and influencing

## **Reporting manager**

Policy and influencing manager, regions and devolved

## **Our charity**

We're Breast Cancer Now, the research and support charity. We're the place to turn to for anything and everything to do with breast cancer. However you're experiencing breast cancer, we're here.

The brightest minds in breast cancer research are here. Making life-saving research happen in labs across the UK and Ireland. Support services, trustworthy breast cancer information and specialist nurses are here. Ready to support you, whenever you need it. Dedicated campaigners are here. Fighting for the best possible treatment, services and care, for anyone affected by breast cancer.

Why? Because we believe that by 2050, everyone diagnosed with breast cancer will live – and be supported to live well. But to create that future, we need to act now.

## **Overview of the directorate**

The research, support and influencing directorate is responsible for delivering Breast Cancer Now's work, through our research, our award-winning services and our successful campaigning. It brings together our research portfolio, our support services (including our helpline), our team of nurses, our health and patient information, our public health, inclusion and awareness team, and our work on policy and influencing.

The directorate has a central role in making sure we achieve our vision, that by 2050, all those who develop breast cancer will live, and live well, and this cannot be achieved without the support and guidance of our partners, our supporters and those affected by breast cancer.

Thanks to the work of the directorate, we will provide support for those affected by breast cancer today and hope for the future.

## **Job purpose**

To lead the development and delivery of policy and influencing work in an NHS region.

## Key tasks and duties

### Policy and influencing

- Develop policy and influencing materials including briefings, documents, letters, and messaging on priority policy areas.
- Develop and maintain knowledge of breast cancer, priority policy issues, the external political and policy environment and what implications they have at a regional level.
- Analyse information on issues in the region relating to breast cancer and breast cancer services. This includes working with the senior insight analyst to understand and use regional data.
- Monitor and horizon scan, proactively identifying opportunities and challenges which require influencing action within regions.
- Develop and maintain strong relationships with key regional stakeholders, including Integrated Care Boards and Cancer Alliances, to help influence policy on priority issues.
- Ensure that contact with external stakeholders is logged on the organisational database.
- Work in partnership with other organisations to influence at a regional level on areas of mutual interest where appropriate.
- Feed in insight to/gather insight from regional external meetings and events.
- Work with colleagues across the team to develop and deliver plans to influence on policy priorities at a regional level.
- Ensure that insight and experience from patients and healthcare professionals is used effectively in regional influencing.

### Working across the organisation

- Provide information and advice on regional influencing activity to colleagues across the team and organisation.
- Work closely and collaboratively with other teams and directorates to ensure that regional influencing work supports, and is integrated across, the organisation as appropriate.
- Where appropriate, to work closely with the press, PR and celebrity team to respond to media requests and act as a media spokesperson in regions.

### General responsibilities

- Support the development, implementation and review of the policy, evidence and influencing team operational plans and budgets.
- Ensure monitoring and reporting of activities and impact in regions.
- 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
Working in a relevant policy or influencing role, delivering significant change	Y	Y
Undertaking research and analysing data to support influencing activity	Y	Y
Developing credible, evidence-based written influencing material	Y	Y
Networking, building strong relationships with and influencing external stakeholders including senior policy makers and key opinion formers	Y	Y
Advising on development of influencing strategies	Y	Y

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

	Method of assessment	
	Shortlist	Interview
Developing media comments and media training	Y	
Working in or with the charity sector	Y	

## 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	Y	Y
Excellent interpersonal skills with an ability to deal sensitively with patients and the public	Y	Y
Ability to manage projects including producing plans, working across teams and departments and effectively leading their implementation	Y	Y
Ability to organise work effectively, prioritising, working under pressure and at times to tight deadlines while delivering on long-term objectives	Y	Y
Ability to think strategically, with strong analytical, judgement and decision-making skills	Y	Y
Ability to work well as a member of a team, with a wide range of people	Y	Y

## Knowledge

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

	Method of assessment	
	Shortlist	Interview
An excellent understanding of the current health policy and practice landscape, including how policy is implemented	Y	Y
Knowledge of the NHS and health structures across England	Y	Y

# Role information

## Key internal working relationships

You'll work closely with the following:

- Other members of the policy, evidence and influencing team
- The services team
- The nursing, healthcare professional and health information team
- The public health, inclusion and wellbeing team
- The transformation, insight, impact and strategy team
- The press, PR and celebrity team

## Key external working relationships

You'll work closely with the following:

- People affected by, or at risk of, breast cancer
- Healthcare professionals, government officials, policy-makers, researchers and experts in a wide variety of external organisations
- Health bodies, including NHS England, Cancer Alliances and Integrated Care Boards
- Other charities and patient groups
- Relevant professional networks and membership bodies

## General information

<b>Role location and our hybrid working model</b>	<p>This role is based in our London office. However, our hybrid working model allows you to work up to 3 days per week at home. The other days will be primarily based in: Ibex House, 42-47 Minories, London EC3N 1DY (open Monday to Thursday)</p> <p>In January 2025, our London office will move to: The White Chapel Building, 10 Whitechapel High Street, London E1 8QS (open Monday to Friday)</p>
<b>Induction</b>	<p>It's important you have a positive induction experience and therefore, you'll be asked to consider coming into the office more frequently during your initial period of employment. This will enable you to get to know your manager and team colleagues quicker. This also allows you induction process to be meaningful and comprehensive, allowing for support</p>

	to be provided more readily. Thereafter you will be able to follow the hybrid working model as described above.
<b>Hours of work</b>	35 per week, Monday to Friday
<b>Contract type</b>	Fixed term for 3 years
<b>Medical research</b>	We fund medical research of which some may involve the use of animals. Our aim is to save lives and our research using animals is only when there's no alternatives.
<b>Conflict of interests</b>	You'll be obliged to devote your full attention and ability to your paid duties. You shouldn't engage or participate in any other business opportunity, occupation or role (paid or non-paid) within or outside of your contracted hours of work which could impair your ability to act in the best interests or prejudice the interests of the charity or the work undertaken.
<b>Immigration, Asylum and Nationality Act 2006</b>	You shouldn't have any restrictions on your eligibility to indefinitely work or reside in the UK.
<b>Our commitment to equity, diversity and inclusion</b>	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 guidance

We hope you choose to apply for this role. In support of your application, you'll be asked to submit your **anonymised** CV which means removing all sensitive personal information such as your name, address, gender, religion and sexual orientation. You're also asked to provide a supporting statement. When doing so please ensure you refer to the essential criteria on the person specification and clearly provide as much information as possible with examples to demonstrate how and where you meet the criteria.

October 2024

Find out more about us at  
[breastcancer.org](https://breastcancer.org)

**BREAST  
CANCER  
NOW** The research &  
support charity