

## Job description

### Policy and Campaigns Senior Officer (Devolved Nations)

<b>Reporting to:</b>	Head of External Affairs (Devolved Nations)
<b>Salary:</b>	£32,000
<b>Direct reports:</b>	N/A
<b>Location:</b>	Northern Ireland (home based)
<b>Holiday entitlement:</b>	25 days plus three discretionary days between Christmas and New Year and statutory holidays (pro-rata for part time working hours)
<b>Terms and conditions:</b>	Full time, permanent

### 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 employ around 50 staff based in England, Scotland, Wales and Northern Ireland.

### Job summary

As the Policy and Campaigns Senior Officer (Devolved Nations), and with the support of the Head of External Affairs (Devolved Nations), you'll be responsible for the development, monitoring, and support of the implementation of policy positions and campaigns in order to influence public policy and legislation on health services which impact the lives of people affected by bowel cancer in Scotland, Wales and Northern Ireland.

## **Main responsibilities**

### **Policy development and monitoring**

- Carry out comprehensive horizon scanning across the devolved nations to identify policy areas relevant to the organisations objectives and strategic priorities
- Maintain an understanding and knowledge base of policy issues affecting people diagnosed with bowel cancer within the UK (with a particular focus on Scotland, Wales and Northern Ireland) and Government policies that are likely to have impact
- Monitor and provide timely updates and briefings on key policy developments related to the organisations policy priority areas; proactively identify opportunities to further our policy agenda and support plans to maximise these opportunities
- Support the development of evidence-based policy positions in priority areas, ensuring that these are in line with emerging knowledge, political landscape and patient experience, to influence the policy agenda in each devolved nation
- Ensure people affected by bowel cancer are effectively involved in the development of our policy positions and responses through one to one meetings, focus groups, interviews and surveys

### **Influencing, strategy and planning**

- Support the delivery of comprehensive strategies on policy and influencing activities in the devolved nations
- Work to establish influencing priorities for the charity, and support processes such as annual team planning, budget forecasts and the creation of organisational strategies
- Work on the development and support the delivery of a light touch campaigns and public affairs activity to effectively grow and mobilise our supporter base and support our influencing goals
- Undertake comprehensive evaluation of policy and influencing projects and ensure any learnings are disseminated and taken forward

### **Policy engagement and communications**

- Producing high quality and accurate policy reports, briefings and papers to influence improvements to the diagnosis, treatment and management of people affected by bowel cancer in the devolved nations. Help draft consultation responses, making a robust and evidence-based case for the charity's position
- Build effective relationships with key external stakeholders in devolved governments, NHS/HSC, public health agencies, and with other organisations,

including clinical advisors, and represent Bowel Cancer UK at meetings and conferences as required

- Work with the Communications and Digital team to ensure that the organisation's policy positions are well communicated externally, assisting in drafting press releases, statements and content for website and other communication channels as required
- Work closely with colleagues in fundraising and services, in each devolved nation, to ensure opportunities for cross-organisation collaboration are identified and maximised

## **General**

- Participate in relevant internal processes: staff and team meetings, project groups, and cross organisational working groups
- Keep informed of current developments in the field of cancer/colorectal cancer in relation to Policy and Campaigns
- Ensure data is handled in accordance with the Data Protection Act
- Carry out other duties as required
- Have fun and challenge yourself at work, model the charity's values and abide by our policies and practices

## **Person specification**

### **Qualifications and experience**

- Degree level education in a relevant subject
- Proven experience in strategic policy development and influencing work

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

- Strong understanding and knowledge of evidence-based policy development and experience of applying evidence from research and practice to develop policy positions and recommendations
- 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 policy work with an ability to identify and exploit external opportunities and a desire to succeed. Able to define and set challenging but achievable policy objectives
- Experienced in producing and overseeing the production of influential, comprehensive and high-quality reports, policy briefs, articles, and commentaries on a wide range of complex policy issues
- 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. Including the ability to translate complex policy into engaging and lay-friendly language
- Excellent organisational, time and project management skills with the ability to prioritise work, handle conflicting demands and meet tight deadlines
- Ability to analyse, interpret and evaluate quantitative and qualitative data and information and to recommend a position based on this
- Knowledge of the health service and health service policy issues. Awareness of cancer issues and bowel cancer in particular, highly desirable

### **Personal qualities**

- An excellent mind with strong analytical and well developed critical thinking and problem solving skills
- A real enjoyment of policy and influencing, with an ability to cut through it to identify key issues and find effective solutions

- The confidence and personal authority to work with external organisations, particularly within government departments, parliament and NHS bodies and to build relationships and partnerships
- Commitment to our cause and passionate about achieving change. Commitment to and understanding of the issues relating to equality of opportunity