

Job description

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.

Job title	Senior policy officer
Directorate	Research, support and influencing
Team	Policy, evidence and influencing
Job title of reporting manager	Policy manager
Job title(s) of direct reports	None
Document created (month and year)	January 2024

Overview of 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 and wellbeing 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 develop evidence-based policy positions and recommendations
- To build strong relationships with, and influence, key external stakeholders
- To influence change based on policy recommendations
- To work with colleagues to support the development and delivery of influencing strategies in line with policy positions
- To act as a source of expertise across the organisation and externally on key policy areas and the wider policy environment
- To represent the charity at external meetings, developing contacts, building relationships, increasing the charity's profile and spotting / acting on opportunities to influence

Key tasks and duties

Policy development

- To develop credible, evidence-based policy positions on key policy areas
- To draft policy materials including briefings, documents, consultation responses, letters, reports and messaging on key policy areas
- To maintain knowledge of key policy issues and understanding of the external policy and influencing environment
- To analyse information on new and on-going policy issues relevant to the organisation
- To horizon-scan, monitor and proactively identify issues which require action

Policy influencing

- To develop strong relationships with key stakeholders including other charities, researchers, policymakers and healthcare professionals to help influence policy in key areas
- To work in partnership with external organisations to influence on areas of mutual interest where appropriate
- To feed in insight to/gather insight from external meetings and events
- To support public affairs and campaigns colleagues to develop and implement strategies to support our policy calls

Working across the organisation

- To provide advice on key areas of policy as necessary to a range of colleagues in the organisation
- To work closely and collaboratively with other teams and directorates to ensure that the work of the team supports, and is integrated across, the organisation
- To ensure that colleagues across the organisation are informed about policy and influencing work

- Where appropriate, to work closely with the press, PR and celebrity team to provide expert commentary on media stories and act as a media spokesperson

General responsibilities

- To ensure that plans are in place for key policy areas, and that alternative plans or activities are proposed as necessary to ensure delivery
- To ensure evaluation and reporting of activities and impact for key policy areas
- To support the development, implementation and review of the policy, evidence and influencing team strategy, operational plans and budgets
- To adhere to Breast Cancer Now's health, safety and wellbeing policy and procedure and all other HR-related policies and procedures
- To undertake any other duties that are within the scope and remit of the role and as agreed with your manager

Person specification

Qualifications and experience

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

	Method of assessment	
	Shortlist	Interview
Of working in a relevant policy role, delivering significant change	Y	Y
Of undertaking research and analysing data to support policy development	Y	Y
Of developing credible, evidence-based policy positions and written policy material	Y	Y
Of building strong relationships and influencing external stakeholders	Y	Y
Of advising on development of influencing strategies	Y	Y
Of networking, building and managing strong external relationships with, and influencing, key opinion-formers and decision-makers such as politicians and senior policy-makers	Y	Y

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

	Method of assessment	
	Shortlist	Interview
Of developing media comments and media training	Y	
Of working in or with the charity sector	Y	

Skills and attributes

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

	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 variety of people	Y	Y

Knowledge

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

	Method of assessment	
	Shortlist	Interview
An excellent understanding of the current policy landscape, including how policy is developed and implemented	Y	Y

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

	Method of assessment	
	Shortlist	Interview
Knowledge of the NHS and health structures across the four nations of the UK	Y	

Role information

Key internal working relationships

You'll work closely with the following:

- Other members of the policy, evidence and influencing team
- The nursing and health information team
- The press, PR and celebrity team
- Research team
- Research communications team
- Chief executive, as appropriate

Key external working relationships

You'll work closely with the following:

- People affected by, or at risk of, breast cancer
- Healthcare professionals, government officials, politicians, policy-makers, researchers and experts in a wide variety of external organisations
- Health bodies, including NHS England and Cancer Alliances
- Other charities and patient groups
- Think tanks and agencies as well as strategic insight and market research agencies
- Relevant professional networks and membership bodies

General information

Role location and our hybrid working model	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
Induction	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

	<p>process to be meaningful and comprehensive, allowing for support to be provided more readily. Thereafter you will be able to follow the hybrid working model as described above.</p>
Hours of work	35 per week, Monday to Friday
Contract type	Permanent
Medical research	<p>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 they're no alternatives.</p>
Conflict of interests	<p>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.</p>
Immigration, Asylum and Nationality Act 2006	<p>You shouldn't have any restrictions on your eligibility to indefinitely work or reside in the UK.</p>

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 and for example, your name, address, gender, religion and sexual orientation. You'll also be 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.