

Directorate

Research, support and influencing

Team

Policy, evidence and influencing

Reporting manager

Campaigns manager

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 provide administrative support to ensure the smooth running of the policy evidence and influencing team.
- To support our policy work by carrying out desk research to inform the development of policy positions and recommendations.
- To support our public affairs work by assisting our engagement with policy makers and politicians across the UK.
- To support our campaigns work by assisting our engagement and communication with supporters.

Key tasks and duties

- To provide support to the team by co-ordinating work on cross-cutting activities such as consultations responses covering multiple policy areas or MP briefings.
- To provide support to the team by organising meetings, assisting with events and ensuring that invoices are processed quickly.
- To help monitor the external environment - including the parliamentary and assembly agendas, policy reports and data publication - keeping the team updated and highlighting opportunities to influence decision makers.
- To carry out desk-based research to inform the development or updating of evidence-based policy positions on specific areas and developing knowledge in these areas.
- To draft content such as letters, blogs and social media posts as necessary.
- To monitor queries received in the policy and campaigns inbox and work with colleagues to ensure they are replied to in a timely manner. This includes working with colleagues to respond to comments and questions on our social media channels.
- To support with the running of our campaigners Facebook group by responding to, and where necessary, moderating comments and approving new membership requests.
- To ensure that contact with people affected by breast cancer, health care professionals, policy makers and elected representatives is logged on the relevant databases.
- To ensure that the wider organisation remains up to date with the work and impact of the policy, evidence and influencing team.
- To adhere to all Breast Cancer Now's policies and procedures.
- To undertake 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
Undertaking administrative tasks such as coordinating tasks and projects, organising meetings and assisting with events.	x	
Undertaking desk research.	x	
Developing positions based on evidence.	x	x

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

	Method of assessment	
	Shortlist	Interview
Influencing for change, working with either politicians and policy makers, supporters, or others.	x	x

Skills and attributes

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

	Method of assessment	
	Shortlist	Interview
Excellent verbal and written communication skills, including the ability to explain complex issues in an accessible way to a range of audiences.	x	x
Excellent interpersonal skills with an ability to deal sensitively with people affected by breast cancer and the public.		x
Ability to organise work effectively, prioritising and working under pressure to tight deadlines at times, while delivering on long-term projects.	x	x
Ability to work well as a member of a team, with a wide variety of people.	x	x

Knowledge

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

	Method of assessment	
	Shortlist	Interview
An understanding of the current policy and political landscape	x	x

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

	Method of assessment	
	Shortlist	Interview
An understanding of how the NHS and health system work	x	x
An understanding of parliamentary processes and legislative systems	x	x
An understanding of one or more of the policy areas covered by the charity e.g. prevention, diagnosis, treatment	x	x

Role information

Key internal working relationships

You'll work closely with the following:

- Other members of the policy, evidence and influencing team
- Other teams in the research, support and influencing directorate
- Digital team
- Finance team

Key external working relationships

You'll work closely with the following:

- People affected by, or at risk of, breast cancer
- Healthcare professionals, politicians and policymakers
- Health bodies
- Other charities and patient groups

General information

Role location and our hybrid working model	<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:</p> <p>The White Chapel Building, 10 Whitechapel High Street, London E1 8QS</p> <p>(open Monday to Friday)</p>
Induction	<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 to be provided more readily. Thereafter you will be able to follow the hybrid working model as described above.</p>
Hours of work	<p>35 per week, Monday to Friday</p>

Contract type	Permanent
Medical research	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.
Conflict of interests	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.
Immigration, Asylum and Nationality Act 2006	You shouldn't have any restrictions on your eligibility to indefinitely work or reside in the UK.
Our commitment to equity, diversity and inclusion	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.

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Find out more about us at
breastcancernow.org

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