

## **Directorate**

Research, support and influencing

## **Team**

Policy, evidence and influencing

## **Reporting manager**

Policy 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 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 work with 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 teams strategy, operational plans and budgets.
- 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
Of working in a relevant policy role, delivering significant change	X	X
Of undertaking research and analysing data to support policy development	X	X
Of developing credible, evidence-based policy positions and written policy material	X	X
Of building, strong relationships and influencing external stakeholders	X	X
Of advising on development of influencing strategies	X	X
Of networking, building and managing strong external relationships with, and influencing, key opinion-formers and decision-makers such as politicians and senior policy makers	X	X

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

	Method of assessment	
	Shortlist	Interview
Of working with media/PR teams to develop comments/positions for external media	X	
Of working in or with the charity sector	X	

## 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	X	X
Excellent interpersonal skills with an ability to deal sensitively with patients and the public	X	X
Ability to manage projects including producing plans, working across teams and departments and effectively leading their implementation	X	X
Ability to organise work effectively, prioritising, working under pressure and at times to tight deadlines while delivering on long-term objectives	X	X

Ability to think strategically, with strong analytical, judgement and decision-making skills	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 excellent understanding of how policy is developed and implemented	X	X

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

	Method of assessment	
	Shortlist	Interview
Knowledge of the NHS and health structures	X	

# Role information

## Key internal working relationships

You'll work closely with the following internal teams:

- Other members of the policy, evidence and influencing team, including public affairs, campaigns and regional/devolved influencing teams
- Services
- Press, PR and celebrity
- Brand, marketing and communications
- Nursing, healthcare professional engagement and health information
- Research
- Chief executive's office, 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

<b>Role location and our hybrid working model</b>	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:  The White Chapel Building, 10 Whitechapel High Street, London E1 8QS (open Monday to Friday)
<b>Hours of work</b>	35 per week, Monday to Friday
<b>Contract type</b>	Permanent

<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.

Job description dated November 2024

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

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