

Directorate

Research, support and influencing

Team

Policy, evidence and influencing

Reporting manager

Head of policy and evidence

Direct reports

Senior insight analyst

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 summarise existing research on specific topics to help inform policy development and influencing activity.

- To carry out research on agreed topics or commission it through external partners.
- To contribute to the overall management of the policy, evidence and influencing team.

Key tasks and duties

Summarising existing research

- To keep up to date with research in key policy areas in breast cancer.
- To establish and maintain relationships with key researchers in these areas.
- To liaise with colleagues in the research and research communications teams on Breast Cancer Now funded research in these areas.
- To identify, interpret and summarise existing research on agreed topics to help inform the development of policy positions and influencing activity.

Undertaking policy research

- To agree a policy research strategy for the team and develop, implement and monitor plans to deliver this.
- To work with the head of policy and evidence to manage the policy, research and consultancy budget.
- To work with the transformation, insight, impact and strategy team to ensure best use is made of the organisation's resources for policy, research and insight work. Contribute to broader, cross-organisation research and insight projects where appropriate.
- To provide advice to colleagues in the team about the best way to fill identified gaps in research.
- To design and deliver research on agreed topics to inform the development of policy positions and influencing activity.
- To commission and manage research on agreed topics to inform the development of policy positions and influencing activity, in line with Breast Cancer Now's processes, ensuring outputs are delivered to time and budget.
- To ensure that relevant colleagues across the organisation are aware of the policy research being undertaken and the results, and that these are reflected accurately in internal and external communications.
- To establish and maintain relationships with peers in other charities seeking opportunities to collaborate on research where appropriate.
- To process data obtained during research in accordance with Breast Cancer Now's data protection requirements.

Management

- To contribute to the overall management of the policy, evidence and influencing team by inputting to business planning, budgeting, monitoring, reporting and evaluation.
- To line-manage the senior insight analyst.

General

- To adhere to all Breast Cancer Now's 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:

	Method of assessment	
	Shortlist	Interview
Working in a relevant research role that has contributed to delivering significant change	X	X
Understanding and using a wide range of research methodologies and tools and analysing the outputs	X	X
Commissioning and managing external organisations to deliver research	X	X
Involving people with lived experience and other relevant stakeholders e.g. health care professionals in research	X	X

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

	Method of assessment	
	Shortlist	Interview
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 understand and interpret research, including clinical research	X	X
Ability to contribute strategically to planning, budgeting reporting and evaluation of work.	X	X
Excellent organisational skills, including managing projects	X	X

Ability to think strategically, but with an eye for detail	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
Knowledge of the NHS and health structures across the 4 UK nations	X	
Knowledge of key areas relevant to the charity	X	X

Role information

Key internal working relationships

You'll work closely with the following:

- Colleagues across the policy, evidence and influencing team, in particular, policy leads and the senior breast cancer insight analyst.
- Other teams in the research, support and influencing directorate, including research, nursing and public health.
- Teams in the fundraising, communications and engagement directorate, including research communications, and press, PR and celebrity.
- Transformation insight impact and strategy team.

Key external working relationships

You'll work closely with the following:

- Researchers in key areas.
- People affected by, or at risk, of breast cancer
- Other external stakeholders such as health care professionals and health bodies
- External organisations undertaking research
- Other charities and patient groups

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: 6th Floor, The White Chapel Building, 10 Whitechapel High Street, London E1 8QS (open Monday to Friday)
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 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.
Hours of work	28 to 35 per week, between Monday to Friday
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.

Job description dated May 2025

Find out more about us at
breastcancernow.org

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