

## **Directorate**

Support and influencing

## **Team**

Policy, evidence and influencing

## **Reporting manager**

Policy and Influencing Manager, Regions and Devolved

## **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 support and influencing directorate is responsible for delivering Breast Cancer Now's work to ensure everyone with or at risk of breast cancer gets the best possible care and treatment and is supported to live well.

We provide trusted information, connection and support to people affected by breast cancer across the UK. We work with healthcare professionals and healthcare teams to support them to provide the best possible care. And we are a powerful advocate, standing alongside people affected by breast cancer in calling for change.

This role is in the Policy, evidence and influencing team.

## **Job purpose**

To lead the development and delivery of our policy and public affairs work in Scotland to improve the outcomes and experience of people affected by breast cancer.

## **Key tasks and duties**

### **Policy development**

- To develop evidence-based policy positions on key policy areas relevant to Scotland taking account of the charity's UK-wide influencing objectives

- To draft policy materials including briefings, documents, consultation responses, letters, reports and messaging on key policy areas
- To develop and maintain knowledge of breast cancer and key policy issues, working closely with policy leads in London
- To ensure policy development in Scotland is informed by insight from those affected by breast cancer, health care professionals, data and research
- To horizon-scan, monitor and proactively identify issues and opportunities which require action

### **Policy influencing**

- To work with colleagues to develop and deliver influencing plans in Scotland to deliver our policy calls
- To develop strong relationships with key stakeholders including the Scottish Government, politicians, 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 engage with and represent us on relevant external groups and at meetings, feeding in and gathering insight

### **Public affairs and campaigns**

- To work with public affairs colleagues to develop and deliver public affairs plans in Scotland to deliver our policy calls
- To identify, develop and implement key public affairs activities that support our influencing objectives in Scotland
- To maintain an up-to-date knowledge of the external environment in which we're aiming to influence in Scotland
- To act as a source of expert advice on the Scottish political and health context for colleagues
- To advise on the development, and support the delivery, of campaign activities in Scotland

### **Working across the organisation**

- To provide advice on key areas of policy as necessary to a range of colleagues
- To work closely with the press, PR and celebrity team to provide expert commentary on media stories and act as a media spokesperson in Scotland
- To ensure that colleagues are informed about Scotland policy, public affairs and campaigning work
- To work closely with colleagues to ensure that insight and experiences from our services and support inform policy and public affairs activity in Scotland

**General responsibilities**

- To ensure evaluation and reporting measures are in place for influencing activities
- To support the development, implementation and review of team operational plans and budgets
- To occasionally travel to London and work outside of office hours
- 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 qualifications and experience:

	Method of assessment	
	Shortlist	Interview
Experience of working in a relevant policy and/or public affairs delivering significant change in Scotland or across the UK	X	X
Experience of developing and delivering public affairs and policy influencing plans, and stakeholder management activity that engages key audiences to deliver results	X	X
Experience of using patient insight, data and research to support development of policy positions and materials	X	X
Experience in delivering public affairs activities at a national level in Scotland or across the UK	X	X
Experience of working effectively at meetings and events with internal and external stakeholders and being comfortable engaging specialists or senior figures in your field	X	X

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

	Method of assessment	
	Shortlist	Interview
Experience of media training and/or experience working with the media	X	
Experience of working with cross party groups or similar	X	

## Skills and attributes

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

	Method of assessment	
	Shortlist	Interview
Strong analytical skills	X	X
Excellent communication skills	X	X

Able to build and manage strong relationships with politicians, senior policymakers, patients, the public, professionals within a sector and other key stakeholders	<b>X</b>	<b>X</b>
Able to work independently and flexibly as part of a team	<b>X</b>	<b>X</b>
Able to plan, organise and prioritise own workload	<b>X</b>	<b>X</b>
Able to lead and manage projects	<b>X</b>	<b>X</b>
Able to think strategically, pragmatically and creatively	<b>X</b>	<b>X</b>
Flexibility and willing to adapt to a changing external environment	<b>X</b>	<b>X</b>
Willingness to occasionally travel and work outside of normal office hours	<b>X</b>	<b>X</b>

## Knowledge

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

	<b>Method of assessment</b>	
	<b>Shortlist</b>	<b>Interview</b>
An excellent understanding of the current policy landscape in Scotland or the UK, including the parliamentary process and legislative system	<b>X</b>	<b>X</b>
Knowledge of how to work within and successfully influence the Scottish or UK political system	<b>X</b>	<b>X</b>
Understanding of and commitment to involving patients in shaping and developing health services	<b>X</b>	<b>X</b>

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

	<b>Method of assessment</b>	
	<b>Shortlist</b>	<b>Interview</b>
Knowledge of breast cancer and related health issues	<b>X</b>	
Knowledge of the NHS in Scotland and its processes	<b>X</b>	
Understanding of the voluntary sector	<b>X</b>	

# Role information

## Key internal working relationships

You'll work closely with the following:

- Other members of the policy, evidence and influencing team
- Colleagues in the Glasgow office
- Media and PR team
- Other teams in the support and influencing directorate
- Chief support officer
- 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, policymakers, researchers and experts in a wide variety of external organisations
- Health bodies
- Other charities and patient groups
- Relevant professional networks and membership bodies

## General information

<b>Role location and our hybrid working model</b>	This role is based in our Glasgow 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:  Robertson House, 152 Bath St, Glasgow G2 4TB (open Monday to Thursday)
<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 December 2025

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

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