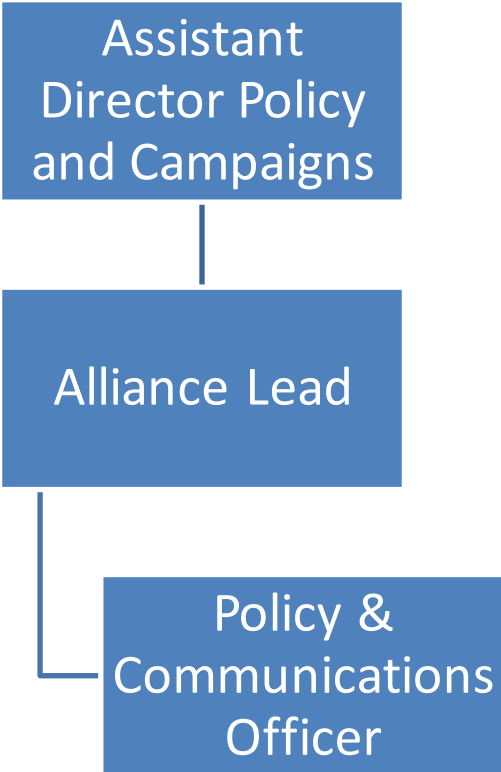


Job Title – Policy & Communications Officer

DIRECTORATE:	Policy, Campaigns and Information
TEAM:	Obesity Health Alliance
REPORTING TO:	Alliance Lead
CONTRACT:	Fixed term



WORKING RELATIONSHIPS:

Inside Diabetes UK
Media, Policy, Public Affairs and Campaigns, Finance
Outside Diabetes UK
Obesity Health Alliance Steering Group Policy, Communications and Public Affairs sub-groups All Obesity Health Alliance members (44 organisations including charities, medical royal colleges and campaign groups) Government stakeholders including Public Health England, Department of Health and Social Care Parliamentarians with an interest in obesity including Health Select Committee and relevant all party Parliamentary groups

OVERALL PURPOSE OF THE JOB

The Obesity Health Alliance (OHA) is a coalition of health charities, medical royal colleges and campaign groups, hosted by Diabetes UK. The Policy and Communications officer supports the development and co-ordination of policy, knowledge and insight in order to inform and influence OHA stakeholders through policy research, stakeholder involvement and horizon scanning. The post has responsibility for leading communications with members and the administration of the OHA.

MAIN DUTIES AND RESPONSIBILITIES:

Policy research and development

- To support policy development for OHA priority areas, including desk research, stakeholder engagement with OHA members and consulting academics and other specialists.
- To coordinate responses to external policy consultations, liaising with OHA members for specialist input and secure alignment.
- To be responsible for producing fully referenced policy position statements, reports and briefings, securing input and approval from OHA stakeholders.
- To be responsible for analysing research and external reports and producing summary briefings with relevant policy analysis and recommendations.
- To lead the mapping the process of members' positions to inform update to OHA policy position.
- To undertake horizon scanning and monitoring and identify relevant information to share with OHA members with commentary and recommendations for next steps.
- To lead the quarterly OHA lived experience panel, building strong relationships with panel members, setting the agenda, chairing discussions and advising how their views can be utilised and acting as a liaison between the panel and the steering group.
- To network and liaise with key decision makers and stakeholders externally to carry out policy advocacy and engagement
- To represent OHA at relevant external meetings and events, in order to gather information and influence decisions made, in collaboration with the Alliance Lead.

Communications

- To respond to all enquiries from media, members and potential new members.
- To produce blog posts, key messages and press materials and secure input and approval of stakeholders.
- To be responsible for website updates and refreshes and produce monthly reports on website and social media analytics.

Administration

- To be responsible for planning and sending regular update emails to OHA members with relevant and timely content.
- To manage relationships with OHA members ensuring contact and member details are up to date.
- To be responsible for all organisation of the OHA Annual General Meeting.
- To attend Steering Group and sub group meetings and produce written reports and action lists.
- To manage OHA's budget tracker overseeing payment of suppliers and invoicing of members.
- To draft a monthly status report for Steering Group members.

PERSON SPECIFICATION:

The best person for this job will have the following skills:

- Ability to analyse research and policy papers and translate the impact for OHA policy positions.
- Communicate clearly both in writing and verbally to internal and external stakeholders including health care professionals, other NGOs and policymakers.
- Generate insight and knowledge.
- Demonstrate excellent presentation and report writing skills.
- Demonstrate excellent organisational, budget tracking and project management skills.

The best person for this job will have the following experience and qualifications:

- Experience of working in a policy role in a similar organisation – such as a health charity, NHS organisation, Government department.
- Researching and writing reports, briefings and other policy communications materials.
- Experience of conducting or commissioning surveys or research to inform policy.
- Experience of managing multiple projects with deadlines.
- Experience of using a range of Microsoft office packages and wordpress (desirable)

The best person for this job will be:

- Strong interest in public health and health policy.
- Keen to learn and develop their skills working with a broad range of policy and communication professionals.
- Used to working in a team and prepared to take on administrative tasks to support smooth running of the alliance.
- A creative thinker who can propose solutions to policy problems.