

<p>Job Title Senior Public Affairs Officer</p>	<p>Directorate and team This role sits in the Policy, Campaigns and Mobilisation team in the Policy, Campaigns and Improvement Department.</p>
<p>Key focus of the role This post will take a lead in helping us plan and develop our parliamentary engagement work as well as influencing key stakeholders.</p>	<pre> graph TD PCM[Head of Policy, Campaigns and Mobilisation (PCM)] --> PA[Public Affairs team] PCM --> M[Mobilisation team] PCM --> P[Policy team] </pre>
<p>Key deliverables</p> <ul style="list-style-type: none"> Build strong lasting relationships with external stakeholders, including Westminster parliamentarians and their staff. Identify opportunities for parliamentarians and other key stakeholders to support our campaign asks. Oversee the delivery of successful parliamentary events and work with the team to organise Diabetes UK's presence at party conferences. Gather timely political intelligence, monitor diabetes and health related parliamentary activity, and identify potential new areas to influence health policy and legislation. 	<p>Job and reporting Line</p> <pre> graph TD MM[Mobilisation Manager] -.-> SCMO[Senior Campaigns and Mobilisation Officer] PAM[Public Affairs Manager] --> SCMO PAM --> SPO[Senior Public Affairs Officer] PAM --> CPO[Campaigns and Public Affairs Officer] SCMO --> CMO[Campaigns and Mobilisation Officer] style SPO fill:#00aaff,color:#fff </pre>
<p>Contractual information</p> <ul style="list-style-type: none"> Contract type: Permanent Hours: Full time (35 hours) Pay range: Band: 5 	
<p>Key working relationships internal Public Affairs, Mobilisation, Policy, Customer Care, Healthcare Engagement, Media, Regional and National teams.</p>	
<p>Key working relationships external Westminster politicians and their staff, civil servants, people living with and affected by diabetes, other health charities, healthcare professionals, professional networks and coalitions.</p>	

All jobs at Diabetes UK are based on a 10-factor competency framework called the **What-How Framework**. In the following sections we've listed:

- The key activities you'll undertake (**the What**) and
- The skills, knowledge, experience and behaviours you need to be successful in this role (**the How**).

Key activities – What you need to do

Setting & delivering strategy & objectives	Building external relationships	Communicating with others	Collaborating with colleagues
<ol style="list-style-type: none"> 1. Lead planning of parliamentary engagement strategies and stakeholder mapping. 2. Plan and deliver Diabetes UK's programme of political events, receptions and party conference activities to engage decision makers in our work and further our policy goals. 3. Ensure our political influencing activity puts involvement of people affected by diabetes at its core. 	<ol style="list-style-type: none"> 4. Build and manage strong relationships with a diverse range of key external stakeholders, including parliamentarians and decision-makers 5. Represent the team internally and externally, influencing and persuading senior stakeholders and colleagues to support our plans and strategic goals. 	<ol style="list-style-type: none"> 6. Verbally communicate complex messages and arguments in a clear, succinct and persuasive manner. 7. Write for different audiences and in different formats (e.g., reports, briefings, consultation submissions and newsletters). 	<ol style="list-style-type: none"> 8. Plan and lead meetings and events internally and externally. 9. Partner with teams based in the Diabetes UK regional offices to engage MPs on local diabetes issues and our regional work.

Skills, knowledge and behaviours – How you need to do it

Setting & delivering strategy & objectives	Making change happen	Managing and developing self	Collaborating with others
<p>1. Proven ability to effectively plan and deliver engaging events, such as parliamentary receptions</p> <p>2. Demonstrable proactive and creative approach to come up with new and interesting ideas to engage decision makers.</p> <p>3. Ability to manage and evaluate projects and experience of doing so.</p>	<p>4. Be passionate about bringing about change that will have a positive impact in helping us to create a world where diabetes can do no harm.</p> <p>5. Have experience in a public affairs role or similar, such as in politics, campaigns or a related field.</p> <p>6. Ability and willingness to attend meetings and events with MPs and other key stakeholders in Westminster and elsewhere in London, often at short notice.</p>	<p>7. Be highly politically astute with excellent knowledge of UK Parliament and politics, and ability to demonstrate how knowledge base is kept up-to-date.</p> <p>8. Ability to work autonomously, whilst ensuring accuracy and delivering to tight deadlines.</p> <p>9. Demonstrable strong personal commitment to diversity and inclusion and apply this to your work.</p>	<p>10. Ability to build effective working relationships internally and externally, working alongside people living with and affected by diabetes to deliver change.</p>

Qualifications – Qualifications you need to carry out this role

Educated to degree level or equivalent