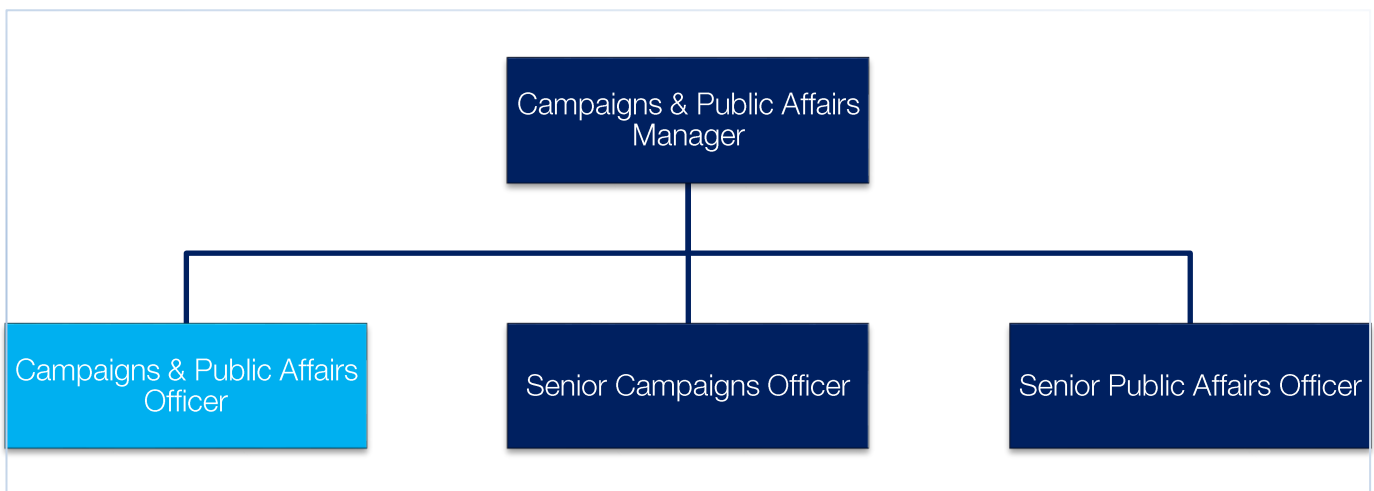


Campaigns and Public Affairs Officer

DIRECTORATE:	Policy, Campaigns and Improvement
SECTION:	Policy, Campaigns and Mobilisation
REPORTING TO:	Campaigns and Public Affairs Manager
CONTRACT:	Permanent

ORGANISATION CHART:



WORKING RELATIONSHIPS:

Inside Diabetes UK
Colleagues across the Policy, Campaigns and Mobilisation team, and the wider directorate. Close working also with influencing colleagues in national and regional offices and across other teams such as Media, Creative, Marketing and Content.
Outside Diabetes UK
Members of the public and people living with diabetes; regular meetings with parliamentarians and their staff; external stakeholders including other health charities and healthcare professionals.

OVERALL PURPOSE OF THE JOB:

There are currently 4.5 million people in the UK living with diabetes, and 11.9 million more at increased risk of getting type 2 diabetes.

The Policy, Campaigns and Mobilisation team is responsible for increasing Diabetes UK’s impact and engagement in campaigns to drive change which will benefit people living with diabetes, those at risk of type 2 diabetes and society.

The Campaigns and Public Affairs Officer is a key member of this team, and the role is focused on helping us to build and maintain a strong group of parliamentary champions and deliver campaigns activity to keep diabetes at the top of the political agenda and bring about real change for people living with and at risk of diabetes.

MAIN DUTIES AND RESPONSIBILITIES:

- Support the Campaigns and Public Affairs Manager to deliver Diabetes UK's influencing campaigns, including:
 - Coordinating the development and production of campaign content and materials
 - Working with other teams internally to progress our influencing campaigns through planning, research and delivery phases
 - Helping the team to monitor and evaluate campaign progress and outcomes.
- Support the Diabetes APPG (a group of MPs interested in diabetes) with its communications, event organisation and report development, including attending regular APPG meetings in Westminster.
- Contact MPs offices, setting up and attending meetings and identifying opportunities for parliamentarians to support our campaigns.
- Support the Senior Public Affairs Officer to deliver and attend successful parliamentary events and visits.
- Help monitor diabetes and health related parliamentary activity.
- Provide administrative support to the team as needed.

PERSON SPECIFICATION:

The best person for this job will be able to:

- Organise and deliver well-run meetings and events in a variety of settings.
- Write engaging copy for a wide variety of audiences.
- Manage their time effectively, and be able to manage competing deadlines.
- Oversee projects and campaigns to ensure they are delivered effectively.
- Work collaboratively as part of a team as well as work independently.
- Have a good knowledge of Microsoft Office IT systems.

The best person for this job will have experience in:

- Developing strong relationships with colleagues and external stakeholders.
- Using social media and/or digital platforms to communicate with a variety of audiences.
- Working with politicians or in a campaigning/influencing environment.

The best person for this job will be:

- Enthusiastic and passionate about the opportunity to bring about change for people living with or at risk of diabetes.
- Politically astute.
- Creative and flexible in responding to new opportunities.
- Well-organised, with an attention to detail.
- Educated to degree level or equivalent.
- Willing to, on occasion, work flexibly and outside of normal office hours.