

Senior Public Affairs Officer

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



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; parliamentarians and their staff; external stakeholders including other health charities and healthcare professionals, professional networks and coalitions.

OVERALL PURPOSE OF THE JOB

Diabetes is the most potentially devastating – and fastest growing – health crisis of our time, requiring high-quality care and support. 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 Senior Public Affairs Officer is a key member of this team, and the role is focused on helping us plan and develop our parliamentary engagement work as well as influencing key stakeholders.

MAIN DUTIES AND RESPONSIBILITIES:

- Build strong lasting relationships with parliamentarians and their staff, and other NHS stakeholders, in order to gain their commitment to champion Diabetes UK's campaign goals and actively support our calls to action.
- Identify opportunities for parliamentarians and other key stakeholders and decision makers to support our campaign asks.
- Oversee the delivery of successful parliamentary events.
- Partner with teams based in the Diabetes UK regional offices to engage MPs on local diabetes issues and lead on engaging MPs in our local campaigns.
- Gather timely political intelligence, monitor diabetes and health related parliamentary activity, and identify potential new areas to influence health policy and legislation.
- To contribute to monitoring and evaluation of the organisation's public affairs work, communicate progress to both parliamentarians and internal stakeholders and pro-actively suggest areas of potential opportunity.
- Work with the team to organise Diabetes UK's presence at party conferences.
- Support parliamentary involvement in organisation-wide priorities.
- There may be future opportunities for line management responsibility.
- To undertake other tasks as specified by the Campaigns and Public Affairs Manager.

PERSON SPECIFICATION:

The best person for this job will be able to:

- Build and manage strong relationships with a diverse range of key internal and external stakeholders, including parliamentarians and decision-makers, which can often be complex.
- Supporting the Campaigns & Public Affairs Manager, to lead planning of parliamentary engagement strategies and stakeholder mapping.
- Ability to verbally communicate messages in a clear and succinct manner.
- Ability to write for different audiences and in different formats (eg, reports, briefing papers and newsletters).
- Ability to work autonomously, whilst ensuring accuracy and delivering to tight deadlines.
- Project management skills (eg, planning, implementation, monitoring & evaluation), with the ability to manage several projects at one time.
- Plan and lead meetings and events internally and externally.
- Use Microsoft Office IT systems with a high level of proficiency and learn new systems and processes.

The best person for this job will have experience in:

- Solid experience in a public affairs type role or in politics, campaigns or a related field.
- Attending and organising events at party conferences or in Parliament.
- Managing and evaluating projects.

The best person for this job will be:

- Passionate about bringing about change that will have a positive impact in helping us create a world where diabetes can do no harm.
- Highly politically astute with excellent knowledge of UK Parliament and politics, and ability to demonstrate how knowledge base is kept up-to-date.
- Creative and able to come up with new and interesting ideas to engage decision makers.
- Educated to degree level of equivalent.
- Willing to on occasion work flexibly and outside of normal office hours.