

POLICY OFFICER



DIABETES UK
KNOW DIABETES. FIGHT DIABETES.

WELLNESS WALK
DIABETES UK

DIABETES UK
HEALTHY LIVING. FIGHT DIABETES.

WHO WE ARE

For nearly 5 million people with diabetes in the UK, there's no day off. At Diabetes UK, we fight day in, day out for better care, treatment and support. We won't stop until diabetes can do no harm. With more people than ever living with diabetes and millions more at risk of developing type 2, our work has never been more needed.

We can't do any of this without you. Our staff are passionate and determined about helping everyone affected by diabetes. For over 85 years, they've been behind vital policy changes, as well as new treatments and technologies to make living with diabetes easier every day. But there's more to do. And you can be part of it.

We're a really diverse bunch and we recognise and respect your value as an individual.

As well as helping people with diabetes, you'll be part of one of the top 30 Best

UK Charities to Work For, and one of the top 75 Best Large Companies in London.

Tackling inequality is part of our mission, and we're committed to being a diverse and inclusive organisation, for all of our people and volunteers. We have a friendly and inclusive culture, with a range of staff networks and ways to get involved. You can find out more about our approach to equity, diversity and inclusion in our strategy here [EDI Strategy Branded version 22 March 2023.pdf](#).

Our vision is a world where diabetes can do no harm. Join us today, and together, we can make that a reality.



JOB DESCRIPTION

Role title: Policy Officer

Contract type: Permanent / Full Time

Hours: 35 hours

Band: 6

Key relationships (internal and external):

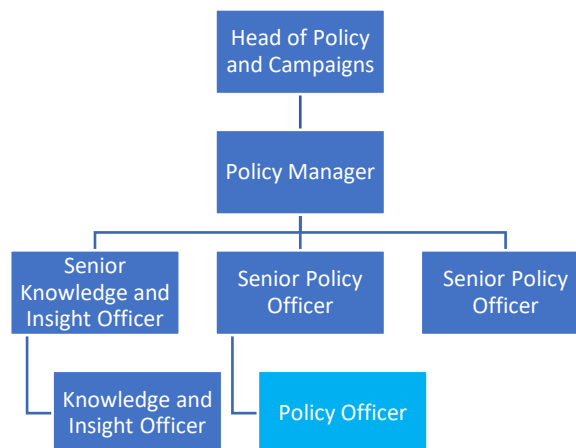
Internal: Policy and Campaigns teams, Care team, Healthcare Engagement Team, Research team, Customer Care Centre, Regional and National teams, Diabetes Lived Experience Advisory Group (DLEA), Healthcare Professional Advisory Committee (HPAC)

External: Healthcare professionals and managers, other health charities, NICE, professional associations, royal colleges, parliamentarians, government agencies and other external contacts

Key focus of the role: To provide support to the policy team by co-ordinating responses to consultations, responding to policy inquiries and supporting the production of the development and promotion of positions and briefings; in order to inform and influence others inside and outside Diabetes UK.

Directorate and team

This role sits in the [Policy and Campaigns team](#) in the [CEO Directorate](#) Department



Person specification

All jobs at Diabetes UK are based on

- The key activities you'll undertake and
- The skills, knowledge, experience and behaviours you need to be successful in this role

You will be able to:

- Demonstrate broad knowledge of health and social policy and public health issues
- Demonstrate excellent organisational, presentation and report writing skills
- Communicate clearly both in writing and verbally to internal and external stakeholders, including health care professionals and people with diabetes
- Demonstrate project management skills
- Generate insight and knowledge
- Work under own initiative, under pressure and to tight deadlines

You will have experience in:

- Working in a policy, information, research or project management role, in a similar organisation – for instance a charity or NHS / care organisation, government agency or professional body
- Writing reports, website copy and other policy communications for lay and professional audiences

You will have skills in:

- Communicating with a range of audiences, including people living with diabetes and healthcare professionals
- Working within a team in a fast-paced environment
- Pro-active and creative thinking

You will have knowledge:

- The health system and public health, particularly for diabetes and long term health conditions
- Organisational and project management methods

Qualifications/professional membership (if applicable):

N/a

BENEFITS

We know you do more than just work. And that means you might be a parent, carer, friend, volunteer or partner.

We want to make sure that we can help you create a good balance between work and the other parts of your life.

And one way we do that is with benefits we offer you.



Annual leave

We want you to make sure you get time off to rest and relax. So, all full-time permanent employees get 25 days off a year, with bank holidays on top of this.



Connected working

We have adopted a 'connected working' way of working. This means that, for most roles, you are not required to work in an office location every day.



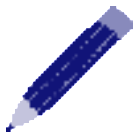
Pension

We enrol everyone into our pension and all new colleagues joining us will get information on the pension scheme. We make an employer contribution of at least 5%.



Healthcare

Our cash healthcare plan that allows you to claim back the cost of regular health appointments and treatment, like the dentist and optician.



Learning and development

We help you to continually develop and achieve your career goals, including offering a wide range of training which happens throughout the year.



Gym membership

We have a gym membership discount scheme through our cash healthcare plan provider. You can use this at a wide variety of gyms around the UK.



Our Networks

A range of active and supportive colleague networks such as the Pride network, Global Majority network and Women's network.



Early finish Friday

Early finish Friday and flexible working as part of our approach to activity-based working (not applicable to roles with fixed shift patterns).



Employee assistance programme

Employee assistance programme to give you support on any issues that come up in life.



Annual season ticket loan

Annual season ticket loan* (on completion of your probation period and if contract is permanent or longer than 12 months).



Cycle to work scheme

Cycle to work scheme.

Get in touch

Email recruitment@diabetes.org.uk

Call **0345 123 2399**

Visit diabetes.org.uk

Search **Diabetes UK** on Facebook, Twitter, YouTube and Instagram

