

DIABETES UK
KNOW DIABETES. FIGHT DIABETES.



**POLICY & PUBLIC AFFAIRS
MANAGER - SCOTLAND**

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.

We're committed to protecting and promoting the welfare of children and adults at risk, and we need our staff and volunteers to support this.

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 and Public Affairs Manager

Contract type: Permanent

Hours: Full time (35 hours)

Band: 5

Key relationships (internal and external):

Internal: Scotland Team, Northern Ireland & Wales Policy Managers, UK-wide policy team (Policy, Campaigns and Mobilisation), clinical and media teams and other colleagues as appropriate. Scottish Advisory Council, supporters and volunteers.

External: Civil servants, Ministers, MSPs and researchers, parliamentary staff, senior leaders nationally and across local systems, media, other third sector organisations, partner organisations, alliances/coalitions, people living with, and at risk of, diabetes.

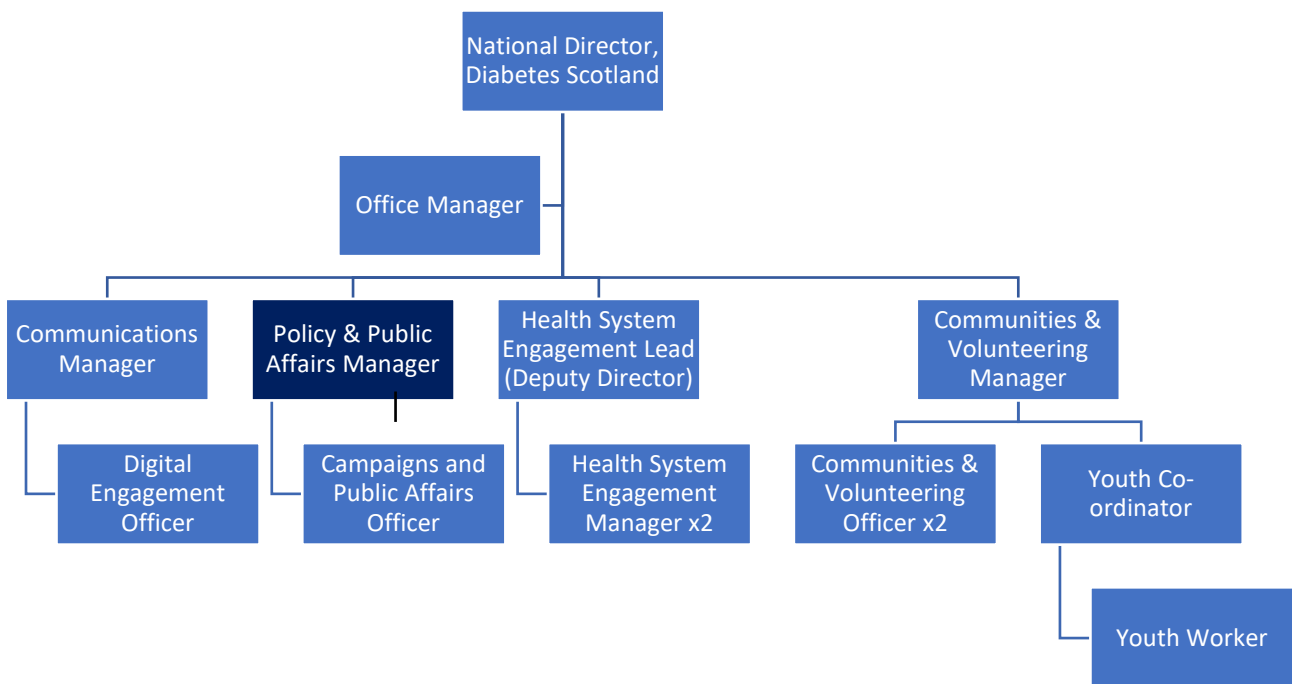
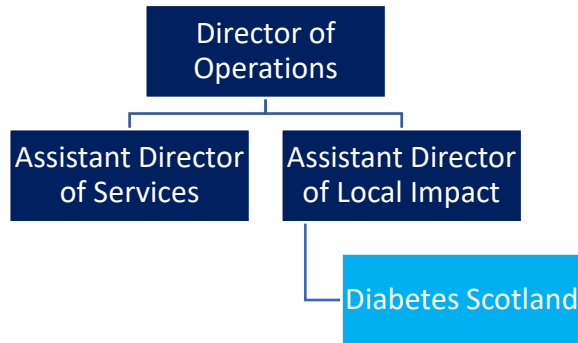
Key focus of the role:

To lead on the development and delivery of policy, public affairs, knowledge and insight in order to drive influencing and campaigns in pursuit of our strategic outcomes. The role also has a key focus on supporting the National director in external engagement, influencing, networking and partnership working to improve outcomes for people living with, and at risk of, diabetes in Scotland.

As policy and public affairs manager, you will play a key role in interpreting the current political and healthcare environment in order that we may have greatest traction to improve diabetes care in Scotland. You will collaborate with colleagues in Scotland and across the UK ensuring alignment to our organisational priorities and that our campaigns and policy positions are developed and delivered to ensure maximum impact for systems in Scotland.

Directorate and team

This role sits in the [Scotland team](#) of the [Regions and Nations team](#) in the [Operations Directorate](#)



Main responsibilities

- To support the development of Diabetes UK's policy positions and develop, design and deliver the charity's campaigns in Scotland in collaboration with colleagues from across the UK.
- To produce policy reports, documents, consultation responses and briefings
- To support the National Director to bring astute political influencing and engagement skills to work positively with parliamentarians, Scottish Government ministers, senior leaders within the NHS and key decision makers and opinion formers in Scotland
- Horizon scan and review the external environment to identify issues affecting people living with and at risk of diabetes
- To use research, knowledge and lived experience insight to inform all policy and public affairs work
- Ensure compliance with Scottish Parliament lobbying rules
- Manage the Campaigns and Public Affairs officer
- To act as a (media) spokesperson for Diabetes Scotland as required

Person specification

All jobs at Diabetes UK are based on our 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)

You will be able to:

Keep sight of the policy context and future direction of diabetes care and prevention and feedback intelligence to the National Director and Central teams on a regular basis (through structured processes and mechanisms).

Produce policy reports, documents, briefings and content of a policy nature, to support the improved diabetes care in Scotland

Deliver the secretariat to the Parliament's Cross-Party Group on Diabetes ensuring high profile impact for the work programme

Work with MSPs and civil servants to ensure that diabetes and Diabetes UK have a high profile within the Scottish Parliament and Government.

Select and respond to relevant Scottish Parliament / Scottish Government policy documents and consultations in line with Diabetes UK's policy priorities

Undertake informed analysis of data from national data sets and our own data collection channels and produce meaningful reports based on the data available on patient outcomes in Scotland

Horizon scan and review the external environment to identify issues affecting people living with diabetes and those at risk.

Develop in collaboration with the Health System Engagement team, the strategy for engaging with health boards, healthcare professionals and their representative organisations so that we support, educate and challenge them to deliver high quality care for people living with and at risk of diabetes.

Work with the Campaigns and Public Affairs officer to ensure collaboration with central campaigns team and Scotland team to develop, design and deliver the charity's campaigns ensuring they are fit for purpose in Scotland

To monitor and evaluate progress of the Diabetes Improvement Plan, Type 2 Diabetes framework and develop effective relationships that promote the role of Diabetes UK in Scotland.

Support the National Director to bring astute political influencing and engagement skills to work positively with parliamentarians, government Ministers, senior leaders within the NHS and key decision makers and opinion leaders in Scotland

Line manage the Campaigns and Public Affairs officer to mobilise supporters and engage effectively with parliamentarians, senior leaders, partners and key decision makers.

Represent Diabetes Scotland at relevant internal and external meetings and committees as agreed with the National Director.

Act as a media spokesperson where required, supporting the Communications Manager for Scotland.

You will have experience in:

Analysis and development of policy positions and influencing the policy development process of external agencies such as the NHS, Scottish Parliament etc

Proven experience of working in an influencing role with campaigning experience desirable

Change management systems delivered at a local or national level

Successful partnership working externally and across an organisation and with volunteers and other stakeholders

Managing projects including monitoring and evaluating progress and outcomes, organising and managing a complex workload and prioritising work in a pressured environment

Motivating and managing staff to deliver against agreed objectives

You will have skills in:

Analysis of information and the ability to write high quality submissions and briefing documents for internal and external audiences

Manage and develop relationships with key national stakeholders e.g., parliament, government, health boards and other national agencies

Influencing skills (at a senior level) to inform decisions and achieve positive outcomes demonstrating a strong degree of personal credibility and excellent interpersonal skills

You will have knowledge:

Of health and social policy and ideally expertise in one or more of the following areas: inequalities, social justice, upstream prevention, the social determinants of health and mental health.

Of the Scottish Parliament and government structures and how to work with these to influence change.

Of care improvement and mechanisms by which to drive such improvement in complex systems

Of diabetes or a willingness to learn if limited existing knowledge

The best person for this job will be (behaviours):

Ability to self-motivate and organise and manage and prioritise a complex workload including monitoring and evaluating progress and outcomes.

Proven ability to work with others to generate insight and knowledge.

Show strong Commit to Diabetes UK's equal opportunities policy and to ensuring the people engaged in our work represent the diversity of people living with and at risk of diabetes in Scotland

Willing to work some evenings and weekends

Willing to travel in Scotland frequently and across the UK from time to time

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 the benefits we offer you.



Annual Leave

We want 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 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 careers goals, including offering a wide range of training, which happens throughout the year.



Gym membership

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

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

