

SENIOR PUBLIC AFFAIRS OFFICER



DIABETES UK
KNOW DIABETES. FIGHT DIABETES.

WELLNESS WALK
DIABETES UK

DIABETES UK

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: Senior Public Affairs Officer

Contract type: Permanent

Hours: 35 hours per week

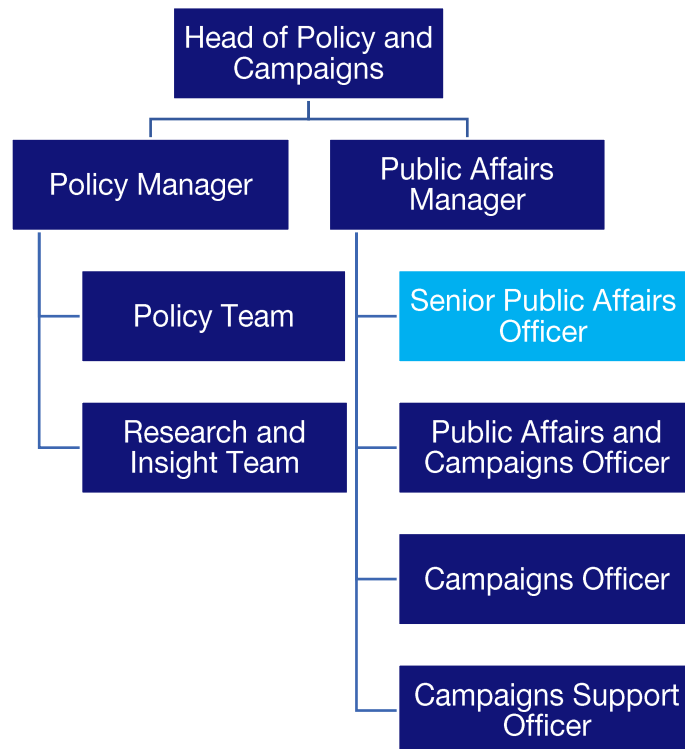
Band: 5

Key relationships (internal and external): Public Affairs and Campaigns, Policy, Customer Care, Healthcare Engagement, Media, Regional and National teams, Research, Parliamentarians, Parliamentary staff, Advisors, Civil Servants, people living with diabetes, think tanks, health charities and coalitions.

Key focus of the role: Influencing national policy making, advocating for positive change and managing stakeholder relationships

Directorate and team

This role sits in the [Public Affairs and Campaigns Team](#) in the [Policy and Campaigns Team](#)



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:

1. Gather timely political intelligence, monitor diabetes and health-related parliamentary activity, and identify potential new areas to influence health policy and legislation.
2. Plan and deliver an annual programme of political events, receptions and party conference activities to engage decision makers in Diabetes UK's work and further our policy goals.
3. Ensure Diabetes UK's political influencing activity puts people affected by diabetes at its core.
4. Represent the team internally and externally, influencing senior stakeholders and colleagues to support our plans and strategic goals.
5. Verbally communicate complex messages and arguments in a clear, succinct and persuasive manner.
6. Write for different audiences and in different formats (e.g., reports, briefings, consultation submissions and newsletters).
7. Work autonomously, whilst ensuring accuracy and delivering to tight deadlines.

You will have experience in:

1. A public affairs role or similar, such as in politics, campaigns or a related field.
2. Effectively planning and delivering engaging events, such as parliamentary receptions.
3. Building relationships with external stakeholders and representing your organisation in meetings and at events.
4. Managing and evaluating projects.
5. Applying a strong personal commitment to diversity and inclusion in your work.

You will have skills in:

1. Building effective working relationships internally and externally.
2. Project management.
3. Evaluating projects and measuring impact.

You will have knowledge:

1. Of UK Parliament and politics, and ability to demonstrate how your knowledge base is kept up-to-date.
2. Of UK health systems or life sciences policy (desirable).

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

I make change happen

- Collaborative and a strong team player – works flexibly to progress the charity's strategic ambitions.
- Proactive – seeks opportunities where Diabetes UK could influence policy change.
- Evidences a commitment to EDI and tackling inequalities.

I put people first

- Puts the needs of people with diabetes first and demonstrates a commitment to co-creation and co-development.
- Respects colleagues and is kind.

I keep things simple

- Has a strong focus on impact and keeping things as simple as they can be.

I am driven to know more

- Committed to personal development, including taking a continuous learning approach.
- Seeks external insights to inform their work.
- Takes a reflective approach.

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.



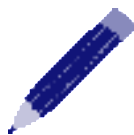
Pension

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

