

# POLICY & PUBLIC AFFAIRS MANAGER – NI



**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 & Public Affairs Manager**

**Contract type: Permanent**

**Hours: Full time (35 hours)**

**Band: 5 (£35,961 - £39,956)**

**Key relationships (internal and external):**

**Internal:** Northern Ireland Team, Scotland & Wales Policy Managers, Central Policy and Campaigns Team, clinical and media teams and other colleagues as appropriate. Northern Ireland Advisory Council, Diabetes UK supporters and volunteers.

**External:** MLA's, Civil Servants, the Diabetes Network, researchers, parliamentary staff, healthcare professionals and senior leaders across local health systems, media, other third sector organisations, partner organisations, alliances/coalitions, and people living with, and at risk of, diabetes.

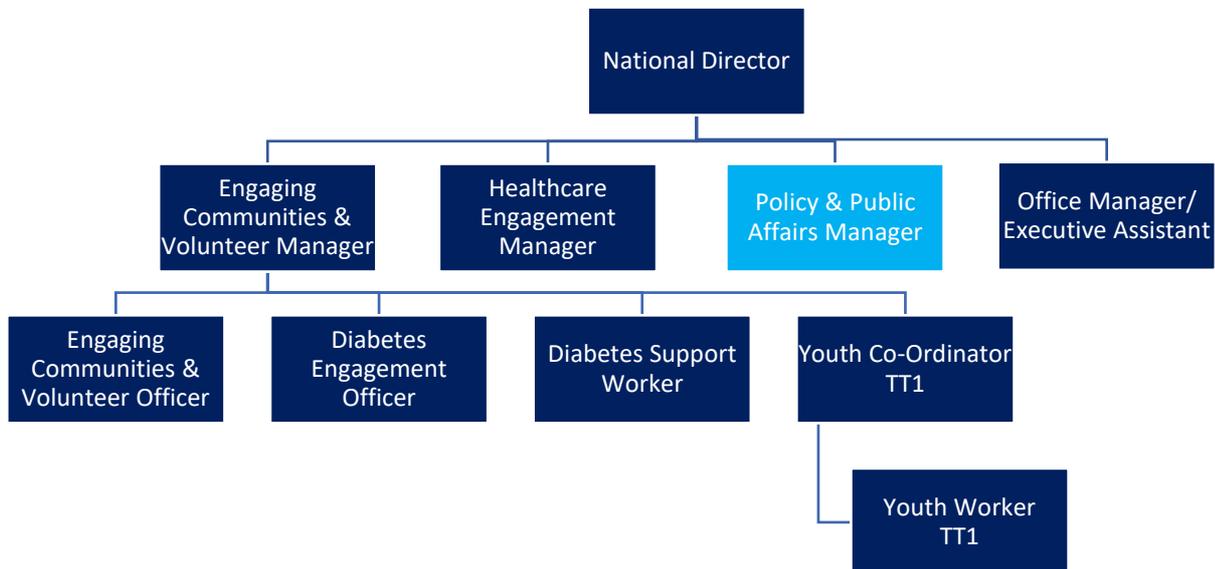
**Key focus of the role:**

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 Northern Ireland.

As Policy & Public Affairs Manager, you will play a key role in interpreting and navigating the current political and healthcare environment in order that we may have greatest traction to improve diabetes care in Northern Ireland. You will collaborate with colleagues in Northern Ireland 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 change in Northern Ireland.

## Directorate and team

This role sits in the [Northern Ireland Team](#) in the [Services, Communities and Improvement directorate](#).



## Main responsibilities

- To lead the development and delivery of Diabetes UK NI's policy and public affairs strategy, working collaboratively with UK colleagues.
- To produce informed policy reports, consultation responses and briefings on all matters related to diabetes care or prevention.
- To lead the delivery of Diabetes UK NI political influencing activities, including relationship management with decision makers and providing secretariat support to the All Party Group on Diabetes.
- To support (or deputise for as required) the National Director in external engagement and partnership working, bringing astute political influencing, networking and relationship building/management skills.
- To use research, knowledge and lived experience insight to inform all policy, public affairs and care improvement work.
- To act as a (media) spokesperson for Diabetes UK NI as required.

## 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:

- Develop and deliver an effective and evidenced policy and public affairs strategy incorporating research, policy development, advocacy, influencing and campaigning in order to deliver impact against Diabetes UK's strategy.
- Develop policy positions appropriate to NI, lead on responses to key policies, consultations and calls for evidence and produce policy papers, reports, briefings, media lines and other content as required. Act as a media spokesperson and support the wider team with proactive and reactive press, PR and crisis comms, which may, on occasion, be out-of-hours.
- Support the wider team in ensuring all communications and messages are consistent, and in-line, with policy positions and priorities.
- Proactively contribute to wider policy, influencing and public affairs work across Diabetes UK and work collaboratively with UK colleagues.

### You will have experience in:

- Public affairs, lobbying government and elected representatives and possess a good working knowledge of parliamentary process.
- Health and social care policy and related issues in Northern Ireland.
- Developing and implementing an effective policy and public affairs strategy which delivers against organisational outcomes/priorities.
- Researching and analysing complex data and policy issues and generating solutions to address these.
- Building and maintaining productive relationships internally across multiple teams.
- Working collaboratively with key stakeholders/partners to contribute expertise, and influence decisions or direction.

**You will have skills in:**

- First class writing and ability to communicate complex issues in a compelling way to a wide range of people including decision-makers and people with lived experience.
- Astute influencing and diplomacy (at a senior level) to inform decisions and achieve positive outcomes demonstrating a strong degree of personal credibility and excellent interpersonal skills.
- Building and developing campaigning and influencing capacity to engage and enable grassroots campaigning and influencing activities.
- Self-motivation to organise and manage and prioritise a complex workload including monitoring and evaluating progress and outcomes.

**You will have knowledge of:**

- Health and social policy in NI and ideally expertise in one or more of the following areas: health and social inequalities, the social determinants of ill-health, primary and secondary prevention, commissioning.
- The Northern Ireland Executive and surrounding structures, including Department of Health and Public Health Agency, and how to effectively work with them to influence change.
- Effective influencing and relationship management skills.
- Diabetes and other long-term conditions, or a willingness to learn.

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

- Personable, responsive, able to build excellent relationships, work co-operatively, openly, collaboratively, and effectively with a wide range of internal colleagues and external partners.
- Self-motivated, organised and able to manage and prioritise a complex workload.
- Able to work with others, internally and externally, to generate insights and knowledge.
- Showing strong commitment to Diabetes UK's equal opportunities policy and to ensure the people engaging in our work represent the diversity of people living with, and at risk of, diabetes in Northern Ireland.
- Willing to work some evenings and weekends as required.
- The holder of a full UK driving licence and access to their own transport and willing to travel across NI frequently and on occasion to our London office
- Willing to support others in the team in support of wider team plans (i.e. Diabetes UK events)

## Values and behaviours

### I make change happen

- Collaborative and strong team player – proactively seeks solutions to progress Strategic Programmes and remove obstacles. Aligns to ambitions of charity and gets things done. Delivers on commitments. Strong evidence of proactively enabling funding of work.
- Evidences a commitment to EDI and tackling inequalities with the courage and confidence to enable team to stretch themselves in these areas

### I put people first

- Puts the needs of people with diabetes first. Committed to co-creation and co-development with people with diabetes and seeks evidence of customer needs to make work relevant.
- Respects colleagues and is kind. Sees positive intent in those they work with. An enabling and empowering leader.

### I keep things simple

- Has a strong focus on productivity and cost effectiveness keeping things as simple as they can be.
- Makes decisions and empowers others to make decisions within and across teams. Takes accountability. Doesn't avoid tough decisions.

### I am driven to know more

- Seeks external insights to shape our future work and sees reality for what it is and ambitious for the future of diabetes.
- Reflective approach and supports others to do the same.

## 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](mailto:recruitment@diabetes.org.uk)

Call **0345 123 2399**

Visit [diabetes.org.uk](https://diabetes.org.uk)

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

