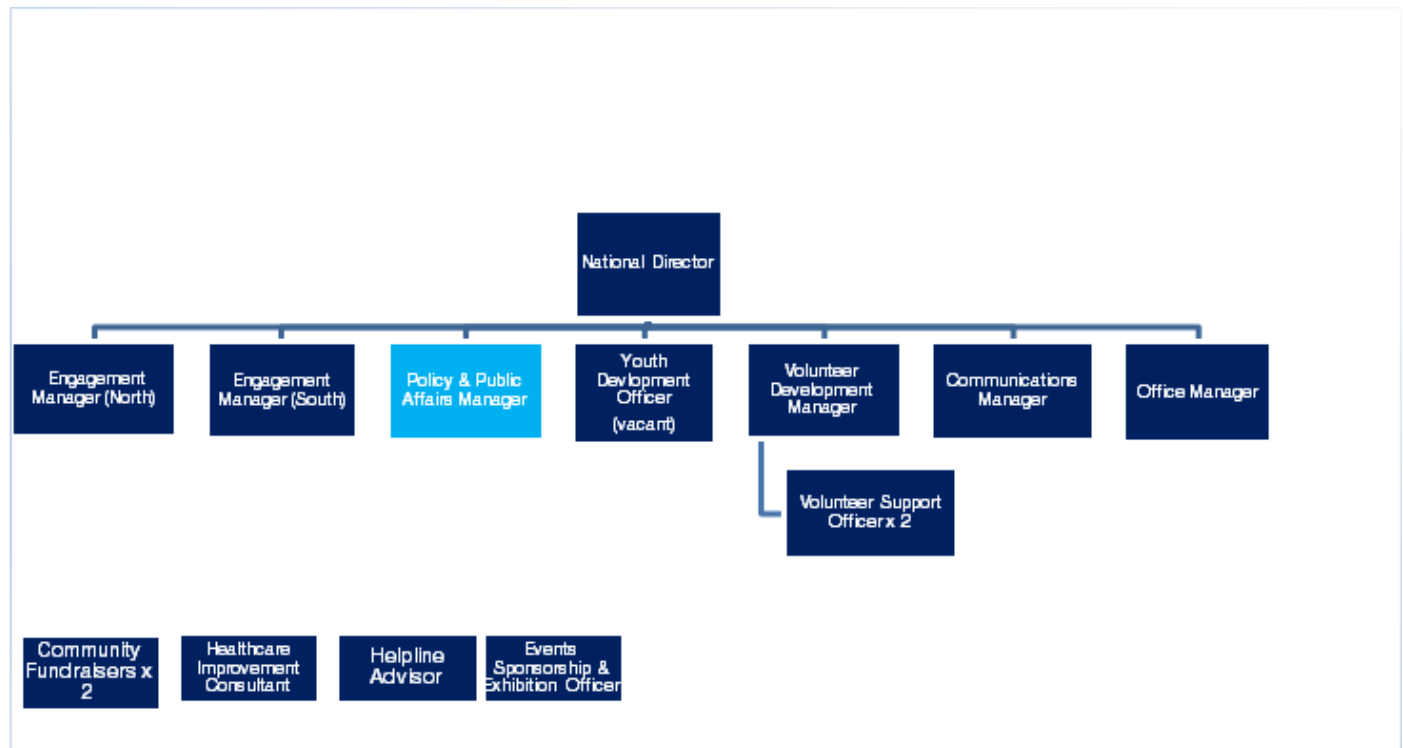


Policy & Public Affairs Manager

DIRECTORATE:	Operations
SECTION:	Scotland
REPORTING TO:	National Director
CONTRACT:	Permanent Full-Time



WORKING RELATIONSHIPS:

Inside Diabetes UK

Scotland Team; Central Policy, Campaigns and Mobilisation team; other National and Regional Office teams; Outcome Steering Groups and other Diabetes UK teams as appropriate. Scottish Advisory Council, Diabetes UK Trustees, volunteers.

Outside Diabetes UK

MSPs, Government Ministers, political advisors and researchers, Parliament, Diabetes Clinical Lead, Type 2 Framework Professional Advisor and members of the Scottish Diabetes Group, government policy advisors, civil servants, healthcare professionals (HCPs), policy research bodies, other third sector/voluntary organisations, partner organisations and relevant coalitions, people living with diabetes.

OVERALL PURPOSE OF THE JOB

The Policy and Public Affairs Manager is responsible for the strategic development, planning and implementation of Diabetes Scotland policy, external engagement, public affairs and publications in pursuit of agreed outcomes and in the interests of people living with diabetes and those at risk.

This post will play a key role in developing and coordinating policy, knowledge and insight in order to influence government, politicians, decision makers, NHS and Health and Social Care and other external stakeholders. The role is also responsible for developing, designing and delivering public affairs campaigns in collaboration with colleagues from across the UK and producing high quality policy reports, documents, briefings and consultation responses. It will also include informed analysis of data plus insight and evidence gathering to produce meaningful reports, working collaboratively with other organisations in pursuit of shared ambitions as well as constant horizon scanning of the external environment to identify and respond to key issues affecting people living with diabetes and those at risk.

The Policy & Public Affairs Manager will report to the National Director and be a member of the Diabetes UK team based in the Diabetes Scotland Glasgow office.

MAIN DUTIES AND RESPONSIBILITIES:

1. Development and management of policy and public affairs for Diabetes Scotland ensuring significant profile and impact

- Lead the development and delivery of a Diabetes Scotland's policy and public affairs strategy
- Work collaboratively with the Diabetes UK Policy, Campaign and Mobilisation team and policy colleagues across the nations on policy and public affairs campaign development aligned to Diabetes UK strategic outcomes
- Ensure Diabetes Scotland has informed positions and statements on key policy issues, respond to public consultations/calls for evidence and monitor, review and horizon-scan policy developments and stakeholder activities across all policy areas of relevance
- Develop insight on key priority areas including (but not limited to) emotional, psychological and mental health, digital health, new care models and diabetes technology through convening expert groups, conducting surveys and commissioning insight
- Carry out informed research and analysis across relevant policy areas to inform all activity
- Produce high quality think pieces, briefings, reports, articles and other written outputs
- Act as a spokesperson for Diabetes Scotland as required including media interviews
- Take responsibility for ensuring Diabetes Scotland complies with the Lobbying (Scotland) Act; establishing an internal monitoring framework, awareness and understanding and best practice across the whole team

2. External relationship management

- Develop and deliver a stakeholder map and engagement plan to ensure a high profile for diabetes and Diabetes Scotland; supporting the National Director to bring astute political influencing and engagement skills to external relationships working positively, and building relationships, with MSPs/MPs, government Ministers, political researchers and advisors, civil servants, senior leaders within health, healthcare professionals and key decision makers and stakeholders in Scotland

- Build positive relationships and mobilise people living with and at risk of diabetes; ensuring their voice and lived experience is central to policy and public affairs
- Act as a key point of contact and represent Diabetes Scotland on policy and influencing groups, key external meetings and coalitions/alliances and networks as appropriate; working collaboratively with others in pursuit of shared ambitions
- Deliver the secretariat to the Cross Party Group on Diabetes
- Lead the development and delivery of Parliamentary events and other Diabetes Scotland events, conferences or seminars to help build support for diabetes; positioning Diabetes Scotland as a thought leader in the field
- Contribute to key external events and conferences to ensure our position is effectively communicated
- Ensure effective briefing of Parliamentarians, officials and members of staff as appropriate
- Any other duties as may be requested by the National Director

3. Internal relationship management

- Act as a key point of contact and ambassador for policy and public affairs work in Scotland across Diabetes UK; attending meetings and ensuring mechanisms are in place to brief teams as required
- To work closely with Diabetes Scotland volunteers and campaigners as well as people living with and at risk of diabetes
- Contribute effectively to all internal meetings and outcome work streams as required; working collaboratively with teams across the UK
- To support and contribute to all Diabetes Scotland strategic planning activities
- To support all internal reporting and progress reporting requirements as required

4. Other

- To manage the policy and public affairs budget lines including forecasting and monitoring expenditure; ensuring all activity is brought in on time and budget
- Carry out administrative work required for the job
- To take responsibility for personal development and to contribute to ongoing reviewing and learning in order to seek constant improvement
- To understand and commit to all Diabetes UK's policies and procedures including being responsible for adhering to and monitoring compliance with the Diabetes UK Information Governance Framework and associated policies
- To support the wider Scotland team as required and undertake any other duties which may be applicable to the post.

PERSON SPECIFICATION:

The best person for this job will be able to:

- Think strategically
- Develop and implement effective strategies and plans
- Develop and deliver successful policy positions, public affairs campaigns, reports, projects and events
- Bring astute political influencing, engagement, public speaking and networking skills
- Monitor and evaluate progress and outcomes; continuously seeking improvement
- Work under own initiative and organise and manage a complex workload in a pressured environment and to tight deadlines
- Demonstrate excellent organisational, presentation and writing skills
- Research and analyse complex issues; generating insight and knowledge, making proposals to address these and writing high quality submissions and briefing documents for internal and external audiences
- Demonstrate a proven track record of successful partnership working internally and externally including with working with volunteers
- Demonstrate broad knowledge of health and social policy, public health issues and behaviour change theory
- Commit to Diabetes UK's equal opportunities policy; ensuring the people engaged in this work represent the diversity of people living with diabetes

The best person for this job will have experience in:

- Will have strong experience working in a policy & public affairs role in a similar organisation
- Policy and public affairs development and implementation
- Developing effective strategies, tactical plans and monitoring and evaluation frameworks
- Building and developing local campaigning and influencing capacity, using a variety of campaign tools and methods to engage and motivate people in grassroots campaigning and influencing activities
- Analysing research, writing reports and other policy communications for lay and professional audiences
- Partnership working
- Bringing together a range of stakeholders for to seek views, develop insight, reach consensus

The best person for this job will be:

- Educated to Degree level or equivalent experience in policy and public affairs
- A strategic and creative thinker who can generate solutions to policy problems
- A proficient networker with strong personal credibility

- Knowledgeable of diabetes, the prevention agenda, health systems and structures- understanding how they work in reality and the policy drivers that affect them
- Willing to work collaboratively with a range of internal and external stakeholders to build relationships and achieve strategic outcomes
- Used to working in a team and prepared to share essential tasks to support the smooth running of the team
- Willing to work flexibly and outside of normal office hours and weekends – including travel throughout the UK as required