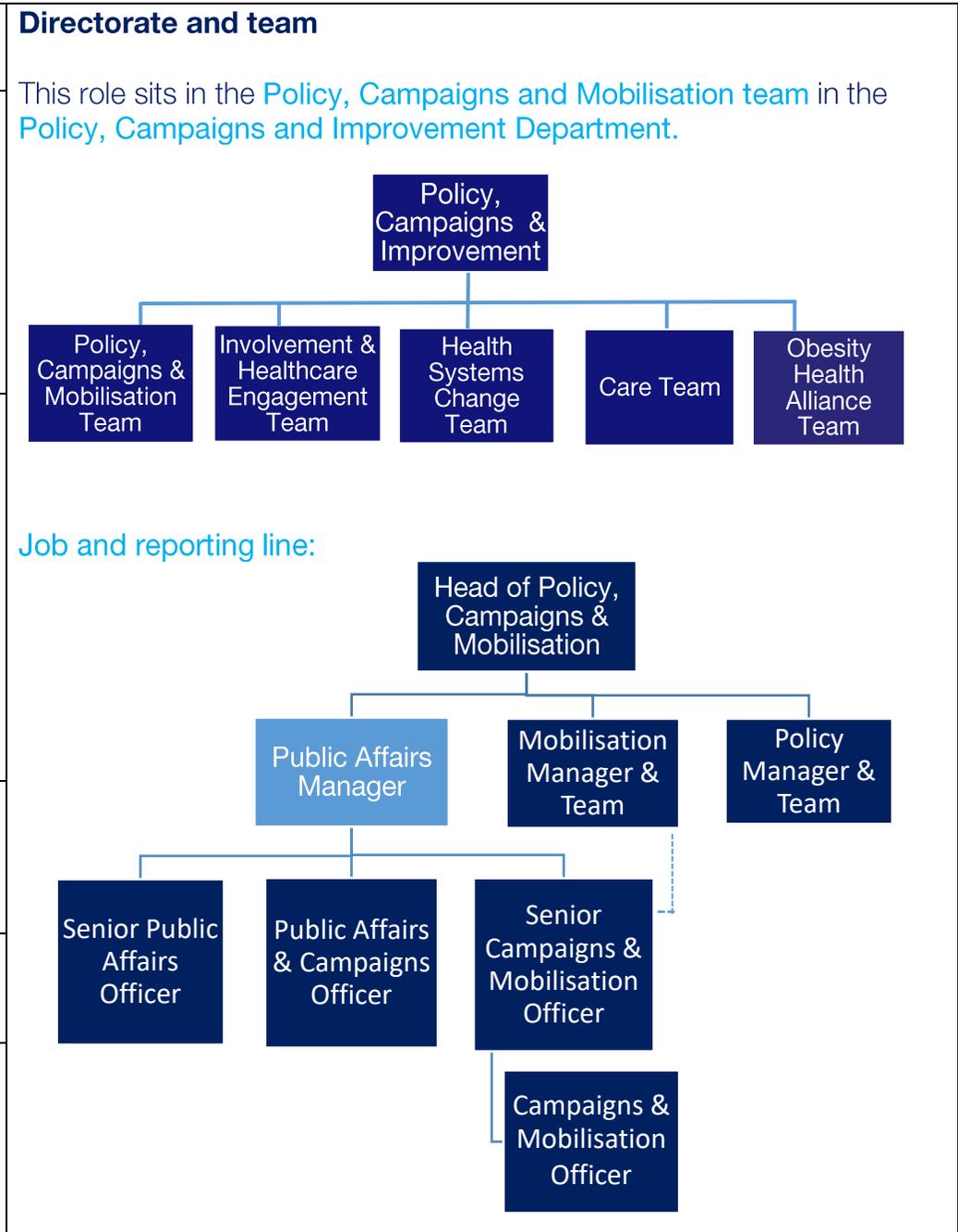


<p><b>Job Title</b> Public Affairs Manager</p>
<p><b>Key focus of the role</b> This post will shape and drive forward the delivery and evaluation of our influencing and campaigning work at both a local and national level.  You will lead collaboration with colleagues across the team and beyond to devise and drive the delivery of high impact, evidence based influencing strategies and campaigns, and lead on our approach to building strong relationships with key decision makers and influencers across Westminster, Whitehall and beyond.</p>
<p><b>Key deliverables</b></p> <ul style="list-style-type: none"> <li>Leading cross team and cross organisational collaboration to devise winning influencing and campaigning strategies using a theory of change approach</li> <li>Developing and embedding cross team project management approach to influencing work, together with Mobilisation Manager</li> <li>Overseeing development and delivery of parliamentary and stakeholder engagement strategies to keep diabetes at the top of the political and health care agenda</li> <li>Manage the Public Affairs team, supporting their personal and professional development, and manage team budgets</li> </ul>
<p><b>Contractual information</b></p> <ul style="list-style-type: none"> <li>Contract type: Permanent</li> <li>Hours: Full time (35 hours)</li> <li>Pay range: Band: 4</li> </ul>
<p><b>Key working relationships internal</b> Mobilisation, Policy, Involvement &amp; Healthcare Engagement, Care, Content and Media, Regions and Nations teams, Strategic Marketing and Customer Care</p>
<p><b>Key working relationships external</b> Westminster politicians, civil servants, people living with and affected by diabetes, external developers and suppliers, other charities and health disability alliances.</p>



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**).

When applying, focus on the bullet points that are **bold and marked with (S)** only. We will use these elements for shortlisting purposes.

**Key activities – What you need to do**

Setting & delivering strategy & objectives	Building external relationships	Collaborating with colleagues	Managing and developing self and others
<p>1. Devise influencing and campaigning strategies to secure positive change for people with and at risk of diabetes, using a theory of change approach, in collaboration with colleagues across PCM and the wider organisation (S)</p> <p>2. Oversee development and delivery of operational plans for campaigning and influencing work, developing and embedding a project management approach across the team together with Mobilisation Manager, making clear responsibility and accountability lines</p>	<p>3. Represent the team externally, influencing and persuading parliamentarians and other stakeholders to support our plans and strategic goals. (S)</p> <p>4. Oversee the development and delivery of parliamentary and stakeholder engagement strategies based on a sound understanding of key audiences to keep diabetes at the top of the political and health care agenda (S)</p> <p>5. Oversee the management and delivery of an effective APPG for Diabetes</p>	<p>6. Work collaboratively with colleagues across PCM team, with Nations, Regions teams, and other key colleagues in Engagement &amp; Communications in the development of campaigning and influencing plans, making sure local, national and UK activities are well coordinated, grounded in evidence, insight and a sound understanding of how to make change happen. (S)</p>	<p>7. Build and maintain excellent knowledge and understanding of parliamentarians and other key stakeholders and organisations that are central to effecting positive change for people with and at risk of diabetes.</p> <p>8. <b>Manage the Public Affairs team, supporting their personal and professional development, and manage team budgets. (S)</b></p>

Skills, knowledge, experience and behaviours – How you need to do it

When applying, focus on the bullet points that are bold and marked with (S) only. We will use these elements for shortlisting purposes.

Making change happen	Managing and developing others	Communicating with others	Collaborating with others
<p>9. Demonstrate a strong track record in securing change within the UK political system and health care system for the benefit of service users. (S)</p> <p>10. Apply your excellent knowledge of UK and devolved nations Parliaments, politics and health systems to devise campaigns and influencing approaches to bring about positive change. (S)</p>	<p>11. Demonstrate strong team and project management skills including project planning, time management, budget setting, monitoring and evaluation. (S)</p> <p>12. Support and coach team members and others across the organisation to develop knowledge and expertise in influencing and campaigning.</p>	<p>13. Apply your passion and confidence, together with your highly developed influencing and persuasion skills, to effectively champion the needs of people with and at risk of diabetes with decision makers. (S)</p> <p>14. Ability to translate complex policy and evidence into simple and compelling messages. (S)</p>	<p>15. Build constructive relationships across the organisation to secure the support and buy-in needed for impactful influencing approaches and campaigns, and to ensure these are fully aligned to, and support delivery of, Diabetes UK's strategic priorities. (S)</p>