

Job Title

Policy & Public Affairs Manager

Key focus of the role

We're working to build a growing movement of people making change happen and achieve a world where diabetes does no harm.

The Policy and Public Affairs Manager will lead on the development and delivery of our policy, influencing and campaigning work to improve outcomes for people living with, and at risk of, diabetes in Scotland. The role also has a key focus on supporting the National director in external engagement in order to keep diabetes at the top of the political and health agenda.

Key deliverables

- To lead the development and delivery of a Diabetes Scotland's policy and public affairs strategy, working collaboratively with UK colleagues
- To support 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 and public affairs work
- To act as a (media) spokesperson for Diabetes Scotland as required

Contractual information

- **Contract type:** Permanent
- **Hours:** Full time (35 hours)
- **Pay range:** Band: 5

Key working relationships internal

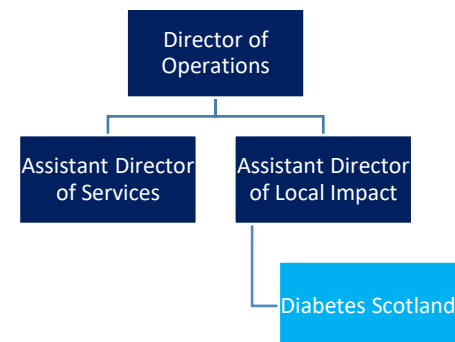
Scotland Team, NI & Wales Policy Managers, Policy, Campaigns and Mobilisation, clinical and media teams and other colleagues as appropriate. Scottish Advisory Council, Diabetes UK supporters and volunteers.

Key working relationships external

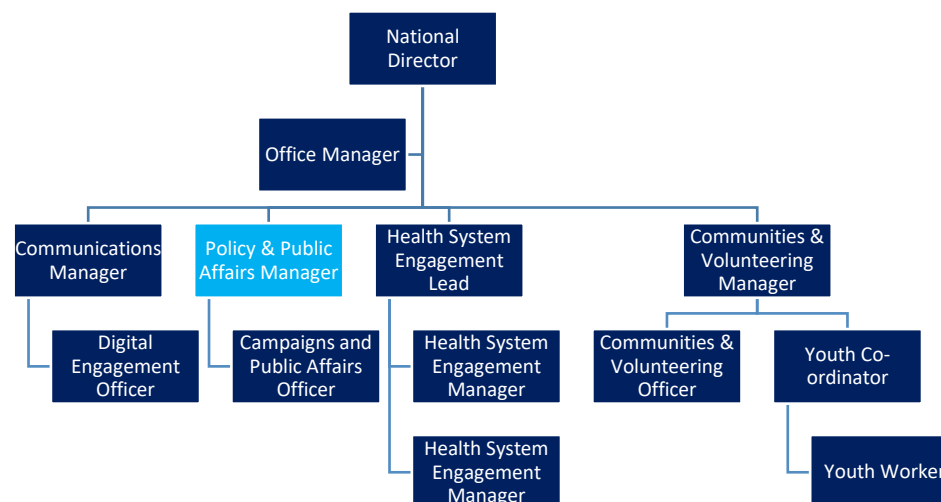
Civil servants, Ministers, politicians, researchers, parliamentary staff, senior leaders nationally and across local systems, media, other third sector organisations, partner organisations, alliances/coalitions, people living with, and at risk of, diabetes.

Directorate and team

This role sits in the **Scotland team** of the **Regions and Nations team** in the **Operations Directorate**



Job and reporting Line



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**).

Key activities – What you need to do

| Making Change Happen | Communicating with others | Improving delivery | Building External Relationships |
|---|--|---|---|
| <p>1. Develop and deliver an effective policy and public affairs strategy incorporating research, policy development, advocacy, influencing and campaigning in order to deliver impact against Diabetes UK's strategy - working collaboratively with UK colleagues. (S)</p> <p>2. Use research, analysis and stakeholder involvement to drive knowledge and insight that informs all thinking and work.</p> <p>3. Develop policy positions appropriate to Scotland, lead on responses to key policies, consultations and calls for evidence and produce policy papers, reports, briefings, media lines and other content as required.</p> | <p>4. Manage line report and provide regular support and supervision – in line with policies and processes - to enable high performance.</p> <p>5. Bring astute influencing and relationship management skills to build the profile, reach and influence of Diabetes Scotland. (S)</p> <p>6. Act as a media spokesperson and support the wider team with proactive and reactive press & PR & crisis comms & (which may, on occasion, be out-of-hours).</p> <p>7. Support the wider team in ensuring all communications and messages are consistent, and in-line, with policy positions and priorities.</p> | <p>8. Drive continuous improvement by developing a reporting framework to monitor and evaluate our impact. (S)</p> <p>9. Support delivery of agreed Diabetes Improvement Plan commitments.</p> <p>10. Horizon scan and review the external environment to constantly identify opportunities, threats and issues to note.</p> <p>11. Proactively contribute to wider policy, influencing, public affairs work across Diabetes UK including and the work of the outcome and driver steering groups.</p> | <p>12. Work alongside key advisory groups, the diabetes community and internal teams to support design and delivery of key campaigns and policy and influencing activities. (S)</p> <p>13. Oversee the secretariat to the Parliament's Cross-Party Group on Diabetes ensuring high profile impact for the work programme.</p> <p>14. Work collaboratively with key stakeholders/partners and represent the charity on relevant external bodies to contribute expertise, influence decisions/direction, gather key intelligence and where appropriate share tasks.</p> |

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

| Making Change Happen | Communicating with others | Managing and developing self | Building external relationships |
|---|---|--|---|
| <ol style="list-style-type: none"> 1. Significant experience of developing and implementing an effective policy and public affairs strategy which delivers against organisational outcomes/priorities. (S) 2. Proven ability to research and analyse complex situations, data and policy issues and generate solutions and clear proposals to address these. 3. Effectively balance strategic thinking and a creative approach, with the ability to be both proactive in hands-on delivery and reactive in seizing tactical opportunities. | <ol style="list-style-type: none"> 4. Proven first class writing and ability to communicate complex issues in a compelling way to a wide range of people (S). 5. Proven ability to use astute influencing skills (at a senior level) to inform decisions and achieve positive outcomes demonstrating a strong degree of personal credibility and excellent interpersonal skills (S). 6. Proven ability to build and develop campaigning and influencing capacity to engage and enable grassroots campaigning and influencing activities. (S) | <ol style="list-style-type: none"> 7. Demonstrable 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).(S) 8. Ability to self-motivate and organise and manage and prioritise a complex workload including monitoring and evaluating progress and outcomes. 9. Demonstrate knowledge of diabetes and how this learning will develop further. | <ol style="list-style-type: none"> 10. Proven experience of partnership working and building and maintaining productive relationships internally and at a senior level externally.(S) 11. Proven ability to work with others to generate insight and knowledge. |
| Requirements you need to carry out this role | | | |
| <p>Willing to work some evenings and weekends</p> <p>Willing to travel in Scotland frequently and across the UK from time to time</p> | | | |