Versus Arthritis

Job description

Job title: Public Affairs Officer

Reports to: Public Affairs Manager

Department: UK Advocacy and Health Intelligence

Directorate: Chief Executive’s Office

Our vision

A future free from arthritis.

Our mission

We won’t rest until everyone with arthritis has access to the treatments and support they need to live the life they choose with real hope of a cure in the future.

To deliver our mission we invest in world class research, deliver high quality services and campaign on the issues that matter most to people with arthritis. We have developed an ambitious five-year strategy, complimented by our research strategy to help us achieve our vision and mission.

**Our values**

We are United, Compassionate, Inclusive and Brave in all that we do.

**UK Advocacy and Health Intelligence Department**

The UK Advocacy and Health Intelligence Department is a new department within the Chief Executive’s Office. It is responsible for leading UK strategy development and delivery across advocacy (policy, public affairs, campaigning) and health intelligence, working closely with colleagues in Scotland, Wales and Northern Ireland to ensure effective delivery of our influencing strategy in each nation.

The Department is in the Chief Executive’s Office to ensure driving positive change with and for people with arthritis is at the heart of the organisation. The Department works closely with colleagues across the charity, including in Services, Research and Income and Engagement to ensure we are joined up in our approach to arthritis.

Job purpose

The main purpose of this role is to help deliver the charity’s public affairs activities, building a strong profile with decision-makers in the UK Parliament, UK Government and wider key external stakeholders to ensure our messages about policy priorities are recognised and make a meaningful difference to people with arthritis. The successful post-holder will support the implementation of exciting and engaging influencing strategies in our priority policy areas.

These plans should take an integrated approach, working closely with colleagues across policy, public affairs, campaigning, media and social media. They will also support in the organisation and delivery of the charity’s activity at party conferences and Parliamentary events.

Main duties

* Support the delivery of the charity’s public affairs work, including a programme of events, politician visits, and other activities in Westminster and at party conferences; provide robust evaluation of these to improve our effectiveness. This includes working with devolved nation teams to ensure the success of public affairs activities across the UK.
* Continue to strengthen and build the charity’s Arthritis MP Champions network, ensure regular communication with MPs, and make recommendations for developing and improving our engagement with Parliamentarians.
* Deliver influencing strategies for our policy priorities, including legislation, in collaboration with colleagues across the UK Advocacy team and, where appropriate, across the organisation.
* Build strong external relationships and effectively represent the charity to politicians and their staff, civil servants, regional and local government, professional bodies, think tanks and charities.
* Work with colleagues to develop external-facing briefings, internal briefings for senior colleagues, and engaging materials for Parliamentarians and policymakers.
* Supporting the monitoring of the external policy, political and Parliamentary landscape; deliver timely, high-quality analysis and ensure colleagues are informed of breaking news and important developments.
* Work with the Policy and Public Affairs Assistant to manage an MP contact database; ensure that intelligence and engagement with senior stakeholders is captured consistently.
* Contribute to the team’s planning activities and undertake other relevant duties as appropriate, in line with the priorities and needs of the UK Advocacy team and to enable the charity to implement a UK-wide approach.
* To embrace, embed and deliver the organisational values, commitments, and culture throughout all activity.
* To ensure all designated training is completed and all activity is delivered in line with organisational policy and practice.
* To embrace a safeguarding culture where everyone has responsibility for the safeguarding and wellbeing of vulnerable adults and children.
* Undertake any other duties as appropriate to the role and organisational requirements.

Key stakeholders and relationships (internal/external)

* Public Affairs Manager.
* UK Advocacy Team – includes Policy, Public Affairs, Campaigns and Health Intelligence teams.
* National teams, including Heads and Policy and Engagement Managers; Engagement and Communications team.
* Research Impact and Research Liaison teams.
* MPs and their offices (external).
* Sector stakeholders including civil servants in various Government departments.

End of job description. Person specification on following page.

Versus Arthritis

Person specification

Experience and knowledge

* Good experience of working in a public affairs, Parliamentary environment and/or policy environment, including effective delivery of influencing strategies that encompass public affairs, policy and campaigns and/or social media.
* Strong experience of building and developing productive relationships with a variety of internal and external stakeholders.
* Demonstrable ability to interpret complex policy information into external-facing briefings and materials for public affairs audiences.

Qualifications and professional memberships

* Educated to degree level or equivalent or relevant professional experience.

Skills

* Excellent organisational skills, with experience of planning and delivering events to a high standard.
* A flexible approach, with the ability to adapt to the needs of the organisation and respond to external developments.
* Excellent attention to detail, consistently producing accurate work and identifying errors.
* Excellent written communication skills and a clear writing style.
* Excellent verbal communication skills, with the ability to adapt style and message for a variety of audiences.
* Enthusiasm for the role and commitment to transforming the lives of people with arthritis.

Desirable experience, knowledge and skills

* Experience of working for an MP in Parliament or as part of a Public Affairs or influencing Team.
* Ability to work with people with long-term conditions.
* Good experience and knowledge of the policy and public affairs environment in Westminster and the process of passing legislation.

Criminal Record Check

Versus Arthritis is committed to keeping children, young people and vulnerable adults safe from harm. We will undertake safer recruitment practices and relevant checks applicable for the role.

This role DOES NOT require a Criminal Record check.

End of person specification.