

JOB DESCRIPTION

- JOB TITLE:** Public Affairs and Policy Officer
- LOCATION:** Together for Short Lives' offices in Bristol, or home-based in a location from which the ability to travel to Bristol and central London if required.
- HOURS:** Full time with option for part time (no less than 30 hours per week)

PURPOSE OF POST

The Public Affairs and Policy Officer will play a key role in our work to make sure policy helps improve quality of life for seriously ill children and their families.

Reporting to the Head of Public Affairs and Policy, the post-holder will:

- gather evidence about the extent to which children and families are receiving the quality of palliative care they need, as specified by government, the NHS and others
- develop policy asks which aim to overcome the barriers that children and families face in trying to access the care they need
- help identify the stakeholders we need to influence to make sure these policies are implemented – and develop plans for engaging them
- monitor activity in the UK Parliament and devolved legislatures and analyse this for our members
- respond to relevant policy consultations and committee inquiries.

This is a full-time, permanent contract.

DUTIES AND RESPONSIBILITIES

1. Monitor parliamentary and assembly activity, policy developments and the media across the UK's countries and regions - and provide Together for Short Lives staff, trustees and members with timely analysis.
2. Support the Head of Public Affairs and Policy in providing secretariat services to the All-Party Parliamentary Group for Children Who Need Palliative Care, including writing reports, disseminating findings of inquiries and associated engagement and influencing plans.
3. Map the stakeholders whom Together for Short Lives needs to influence to achieve its policy objectives.
4. Develop Together for Short Lives' responses to key public policy consultations and calls for evidence, working with the Head of Policy and Public Affairs and internal and external stakeholders where appropriate.
5. Support the development of Together for Short Lives' evidence base, conducting sector surveys and gathering information and insight to ensure our work is rooted in evidence.

6. Ensure that Together for Short Lives, staff, trustees, members and partners have up to date and relevant data and information to support their work.
7. Support the dissemination of key research and policy information to Together for Short Lives' members and partners, including writing briefings and interpreting research findings.
8. Working with the Family Support Hub Manager to involve young people and parents in our campaigns – in particular to encourage them to engage with their local politicians.
9. To write and refresh website, e-communications and social media content on policy developments, campaigning and lobbying activity. This includes helping to manage the @Tog4Policy Twitter account.
10. To bring creativity, policy insight and flair to the role with an understanding of Westminster and Whitehall as well as the children's palliative care sector.
11. To carry out any other duties within the scope, spirit and purpose of the post as requested by your line manager.

PERSON SPECIFICATION

QUALITIES	ESSENTIAL	DESIRABLE
Qualifications	Degree or equivalent level qualification or experience.	
Experience	<p>Experience of working in a public affairs or policy role.</p> <p>Experience of influencing public policy.</p> <p>Experience of working with a diverse group of stakeholders and building good relationships.</p> <p>Experience of working in a networked way across different teams.</p> <p>Experience of drafting, running, analysing and reporting the findings of online surveys.</p>	<p>Experience of working in children's palliative care or related environment.</p> <p>Experience of working in a membership organisation.</p> <p>Experience of working for a charity.</p> <p>Public affairs experience gained in one of the UK's parliaments or assemblies, in-house within an organisation or for a consultancy.</p> <p>Experience of using Twitter and Facebook to engage a range of audiences.</p> <p>Experience of writing newsletters or other regular electronic communications.</p> <p>Experience of editing websites using content management systems.</p>

QUALITIES	ESSENTIAL	DESIRABLE
		Experience of using databases to manage relationships and segment audiences.
Skills & Abilities	<p>Organised and methodical in approach.</p> <p>Ability to analyse and evaluate data and performance measures.</p> <p>Excellent interpersonal and communication skills.</p> <p>Excellent written communication skills.</p> <p>Ability to develop effective working relationships across boundaries, internally and externally.</p> <p>Ability to work under pressure, set priorities and meet deadlines.</p> <p>IT literate.</p> <p>Ability to engage audiences and create content using social media, in particular Twitter and Facebook.</p> <p>Good understanding of Westminster and Whitehall with familiarity of the parliamentary process.</p> <p>Good understanding of research methodology.</p> <p>Understand the vision, mission and values of Together for Short Lives.</p> <p>Ability to work remotely from colleagues when at home or while travelling.</p> <p>Ability to work in a busy office environment.</p>	<p>Knowledge of how the UK and devolved governments work and how they can be influenced.</p> <p>Knowledge of how the UK's parliaments and assemblies work.</p> <p>An understanding of how the NHS works in the four UK countries.</p> <p>An understanding of how the social care system works for disabled children in the four UK countries.</p>
Personal qualities	<p>Energetic with a high degree of personal drive and initiative.</p> <p>Strong intellect and ability to make informed decisions.</p> <p>Empathy with the children who need palliative care and their families – and a commitment to improving their quality of life.</p> <p>Committed to the vision, mission and values of the charity.</p> <p>Commitment to quality member service, best practice and best value in all aspects of the charity's operations.</p> <p>Willingness to work flexibly, to react at short notice to changing priorities and to support colleagues when needed.</p>	