



Job Title: Policy and Influencing Officer

Reporting to: Communications Manager

Job Purpose:

This role contributes to the development and delivery of Allergy UK's campaigns and advocacy strategy and related policy and public affairs work programme, briefing the Executive Leadership Team and Trustees as appropriate. Working closely with internal and external partners, the role is focused on increasing the profile of the charity, influencing key opinion leaders and other audiences to change policy through advocacy activities which raise awareness and improve the needs of all living with allergy across the UK.

Key Accountabilities:

Planning

- Contributing to the planning and delivery of the charity's influencing, engagement, and campaigning activities across the UK.
- Monitoring and horizon-scanning the external policy and public affairs environment in relation to relevant policy areas and producing monthly updates for relevant internal stakeholders. This will specifically include horizon scanning opportunities relevant to Allergy UK in the devolved nations, including relevant debates and Cross Parliamentary Group activity in Scotland, Wales, and Northern Ireland.
- Develop key performance indicators to show impact and outcomes from policy and public affairs activities.

Delivery

- Support the charity's contribution to the National Allergy Strategy Group (NASG) by providing the secretariat for the NASG, ensuring meetings are recorded, actions and minutes are circulated to all stakeholders and reactive enquiries are responded to and managed.
- Supporting with engagement of relevant politicians, government departments, local government, and external agencies, including establishing and developing and maintaining effective relationships with key parliamentarians and civil servants, including galvanising support for the Patient Charter for people who live with allergic disease.
- Support with parliamentary questions, letters and briefing materials on parliamentary debates and respond to queries and questions raised.
- Act as the day-to-day contact for any Allergy UK retained public affairs agencies to facilitate the delivery of any projects or activity undertaken by such partner agencies.
- Develop and maintain a database of parliamentary contacts, interests and actions relating to our advocacy priorities.
- Drafting a range of accessible internal and external communications on policy issues for a range of audiences, briefings, consultation responses, policy, and research papers.

This job description is non-exhaustive and is subject to regular review with the post holder and amended in line with the needs of the organisation.



- Build our evidence base and help produce policy and research documents that support the charity's organisational objectives, undertaking desktop research to help shape policy development and positions.
- Represent Allergy UK at external meetings, such as All-Party Parliamentary Groups.
- Helping to organise and deliver Allergy UK's parliamentary and campaigns events, including virtual.
- Ensure policy and public affairs activity is integrated into broader outbound communications activity undertaken by Allergy UK, with ownership for writing and drafting relevant content to be communicated on social, digital and AUK owned channels.
- Assist with the implementation of the charity's campaign and advocacy strategy to help promote a positive image of the organisation.
- Coordinate engagement and consultation with the allergic community and volunteers with research, campaigns and media work related to public affairs, to ensure that advocacy activities are informed by their priorities and experience.
- Develop and deliver stakeholder engagement proposals for corporate partners and relevant third-party organisations on key Allergy UK projects such as the Patient Charter and similar initiatives
- Ability to work flexibly and out of hours as is required by the role and travel where necessary

Person Specification

Essential

Education & Qualifications

Minimum of 3 years' experience in a similar role

Education to degree level.

Experience

Significant success influencing public affairs and policy change for a campaign organisation

Evidence of partnership working to effect change in health and social care policy

Understanding local, regional, and national government policy-making processes

Experience of managing policy related research projects, with budget management

Experience of writing briefings, reports, advocacy letters and other key advocacy outputs

Working independently and to tight deadlines.

Skills and Knowledge

Ability to understand and emphasise with the needs of those living with allergy

Highly organised and able to work effectively in a fast-paced policy and public affairs environment

Knowledge of policy and parliamentary processes in England, Scotland, Wales and Northern Ireland

Excellent written and verbal communication skills, able to articulate confidently and effectively

Logical and analytical solution focus – able to analyse and present data

Effective relationship development skills

Collaborative team player

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Excellent IT skills.

Desirable

Experience of e-campaigning tools (online petitions/e-letters/direct mailing)

Understanding of the media

Experience of social media and website content management

An understanding of the charity sector and the work of volunteers.

Behavioural Competencies

Planning & Organising

Analysing & Interpreting

Presenting and Communicating Information

Relating & Networking

Adapting & Responding to Change

Working with People

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