**Job description**

**Job Title: Head of Policy and Public Affairs**

**Reporting To: Director of Policy, Programmes and Support**

**Department:** Policy, Programmes & Support

**Hours of work:** Full-time

**Location:** One Aldgate, London, EC3N 1RE

**Main Job Role:**

To lead the organisation’s influencing and policy change activity aiming to drive forward the Trust’s strategic objectives.

**Main Duties:**

* Responsible for devising and implementing the organisation’s influencing strategy, with a key focus on key stakeholder mapping and relationship development
* Responsible for providing expert analysis, options appraisals, and recommending policy and campaigning objectives and prioritisation strategy to the Senior Leadership Team (SLT), aiming to drive influencing activity and inform the strategic planning of the Trust.
* Responsible for ensuring the policy and public affairs work of the organisation demonstrably represents the concerns of people affected by cystic fibrosis across the UK.
* Responsible for representing the Trust with senior stakeholders in Parliament, in Government, in the private sector and in the NHS to publicise and achieve the organisation’s policy and campaigning objectives and enhance its reputation and profile.
* Responsible for facilitating, supporting and liaising with the CFMA.
* Represent the Trust in media whenever appropriate.
* Lead the co-ordination of the Trust’s response, in collaboration with the Trust Communications Team and / or SLT as appropriate to political, business and NHS statements, major announcements and moments
* Responsible for identifying, supporting and, where necessary, co-ordinating national and international collaboration on relevant strategic issues
* Responsible for delivery and success of the Trust’s Clinical Training Fellowship programmes.
* Inspire, motivate and enthuse staff within the team and more widely across the organisation, promoting a culture of learning, professionalism and innovation, celebrating our successes and encouraging ambition and achievement.
* Manage the Policy and Public Affairs team. Develop, deliver and monitor the team’s strategy, projects, budget and ethos.
* Work seamlessly across directorate and team boundaries in a collaborative and constructive manner to deliver the Trust’s strategic plan and maintain the reputation of the Trust.

**Person specification**

**Qualifications & experience**

* Degree level education in a relevant subject
* Substantial leadership and managerial experience

**Skills and personal qualities**

* Knowledge of the health service and health service policy issues
* A good understanding of strategic planning, project development and project management techniques
* Ability to define and set challenging but achievable policy and campaign objectives and an understanding of impact evaluation methods
* Ability to carry out or commission research to support policy/campaign objectives
* An understanding of service user participation and the ability to place the needs of service users at the heart of policy and campaigns development
* Excellent verbal and written communications and presentation skills with the ability to inspire, influence and advocate for change.
* The ability to motivate and lead a team to generate and implement new ideas, and achieve policy and campaigning objectives.
* Strong networking, influencing, relationship building and management skills
* The confidence and personal authority to deal at senior level with external organisations, agencies and partners particularly within government, industry and the NHS.
* Excellent written, oral and communication skills, including presentation and media interview skills.
* Excellent time management skills with the ability to prioritise work, handle conflicting demands and meet tight deadlines.
* Proven skills in budgetary management including an ability to set and manage budgets
* Commitment to our cause and passionate about achieving change. Commitment to and understanding of the issues relating to equality of opportunity and the ability to implement change in this area.
* A proactive and creative approach to policy and campaign work with an ability to identify/exploit external opportunities, and a desire to succeed.
* Tact and diplomacy when dealing with sensitive and confidential issues.
* Enthusiasm, imagination, innovation, energy and drive. Able to negotiate conflict and establish positive win/win solutions where possible.
* A good networker with the ability to establish credibility with a range of people at all levels.