

# Cystic Fibrosis why we're here

## Job Description

<b>Job Title:</b>	Policy and Public Affairs Assistant
<b>Reporting To:</b>	Senior Public Affairs and Advocacy Manager
<b>Post:</b>	Permanent
<b>Department:</b>	External Affairs
<b>Hours of work:</b>	Full-time
<b>Location:</b>	London Head Office

## Main Job Role

To contribute to delivery of the Cystic Fibrosis Trust's strategic aims by supporting the Policy and Public Affairs team to deliver influencing and public policy development activities. To act as a campaigns and advocacy champion within the organisation and actively inform the organisation of key influencing initiatives and goals.

## Main duties

Working closely with the Public Affairs Officer, the Senior Public Affairs and Advocacy Manager and the wider Policy and Public Affairs team:

1. To provide support on designated policy and public affairs tasks, including maintaining up-to-date knowledge of policy and legislative developments.
2. Work with the Public Affairs Officer on monitoring, horizon scanning and recommending responses to external activity, with a particular focus on parliamentary activities across the four UK nations.
3. To provide support for the Trust's parliamentary work at Westminster and the devolved nations, including the delivery of parliamentary events - identifying parliamentarians with an interest in relevant topics.
4. To work with the team to support and scope the Trust's policy and public affairs stakeholders – including managing the core policy and public affairs stakeholder list, ensuring it remains up to date and relevant.
5. To assist in the delivery of a portfolio of new and existing policy and advocacy activities and projects keeping relevant internal and external stakeholders informed via briefings and communications.

6. To be a point of contact for internal and external enquiries on policy and public affairs – including assisting in monitoring team email inboxes and helping to communicate appropriate responses in a timely way.
7. To provide support for and participate in events and conferences and to be able to travel across the UK as required for events and conferences.
8. To carry out any other reasonable duties, consistent with the skills, abilities, and position of this job – including some administrative support for the Head of the team.

## **Person Specification**

### **Essential**

1. Educated to degree level or equivalent.
2. A strong interest in politics and how and why policy is implemented at a national and local government level.
3. Proven knowledge of Parliamentary systems and processes, including some understanding of devolution.
4. Experience of contributing to influencing work and campaigning objectives.
5. Experience working in a political environment or a campaigning organisation.
6. Strong communications skills, including the capacity to write clearly for different audiences.
7. Good IT skills and use of Word, Outlook, and excel.
8. Ability to multi-task, including on time-critical projects.
9. Ability to reach clear conclusions based on an understanding of the underlying issues and using information from several sources.
10. Able to work under own initiative as well as part of a team.
11. Able to build trust and confidence amongst colleagues and supporters.
12. Self-motivation, enthusiasm, and an ability to enthuse others are essential, as is being prepared to acquire new knowledge and skills in order to perform the role as effectively as possible.
13. An interest in current developments in health policy would be an advantage.

**The job description is a working document and may be amended from time to time by the Cystic Fibrosis Trust following consultation.**