



Senior Policy and Advocacy Officer

Reporting to	Policy and Advocacy Manager (Scotland)
Team	Policy, Advocacy and Clinical Programmes
Key Relationships	<p>Internal: colleagues across the Policy, Advocacy and Clinical Programmes teams and Campaigns and Communications department</p> <p>External: UK politicians and civil servants; hospice and palliative care services; and external stakeholders including people with lived experience of care</p>

Hospice UK is the national charity for hospice and end of life care. We work to ensure everyone affected by death, dying and bereavement gets the care and support they need, when they need it.

We believe that everyone, no matter who they are, where they are or why they are ill, should receive the best possible care at the end of their life. No one should die in avoidable pain or suffering.

Our mission is to transform the way society cares for the dying and those around them. To empower individuals, communities and populations to embrace the ethos of hospice care and extend its breadth and reach to improve everyone's experience of death, dying and bereavement.

Our ambitious strategy is the blueprint for how we can achieve the transformation that is needed and sets out the following four strategic goals that will be driving our work over the next five years:

- Extend the reach and enable hospice quality care to be delivered in any setting
- Tackle inequality and widen access to hospice care
- Work with communities to build capacity and resilience to care for those at the end of their life
- Empower a strong, dynamic and responsive hospice sector.

Hospice UK offers a dynamic, supportive and rewarding workplace for its approx. 80 staff. At the heart of our organisation is a strong team culture in which all staff play an important part. Our organisational values are: collaboration, compassion, inclusive, innovative and knowledgeable

Job description

Purpose of role

The post holder will work with the Head of Policy, Advocacy & Research and the Policy and Advocacy Manager (Scotland) to ensure death, dying and bereavement is a political, policy and public priority in Scotland and Northern Ireland. Working with hospices and other services, people who use those services and their families, parliamentarians, policy makers and campaigners, this post will play a key role in ensuring that Hospice UK effects change for people in need of palliative and end of life care and how that care is delivered.

The Senior Policy and Advocacy Officer role holds vital responsibilities within the team and organisation. They will bring energy, creativity and co-ordination skills to design and lead a variety of projects that help to achieve our goals, build subject expertise to develop persuasive policy materials, and apply empathetic, tactical approaches to influencing in the interests of people at the end of life and those close to them.

This is initially a fixed term contract of 1 year, designed to take advantage of the significant opportunity that currently exists to further the cause of end of life care in Scotland and Northern Ireland, and take advantage of current public and political interest in the issue.

Key tasks and responsibilities

Policy analysis, influencing and campaigning

Working individually, with internal teams, Hospice UK members and external partners as required, the post will:

- Lead, support, plan, deliver and evaluate policy projects that will contribute to Hospice UK's strategic aims, in consultation with the Policy and Advocacy Manager (Scotland) and Head of Policy, Advocacy & Research.
- Analyse a wide range of relevant policy, research and other data and quickly reach conclusions, identify potential impacts and alternative solutions, and develop action plans in order for Hospice UK to effectively influence and bring about change.
- Think creatively and show determination to ensure work and recommendations are heard by decision makers and the wider public, including working closely and strategically with colleagues in Campaigns and Communications.
- Develop a thorough understanding of policies, strategies and datasets in the external environment most relevant to people needing end of life care and assess their potential impact.
- Prepare succinct and influential reports, consultation responses, briefings, articles and web content, etc, on policy issues including a focus on reducing inequalities.
- Represent Hospice UK at appropriate external meetings, conferences and events, including giving presentations.

- Establish and maintain effective working relationships with policy leads in government, decision makers, health and care providers and other external stakeholders, including people with lived experience of palliative and end of life care
- Proactively identify and build up relationships with key champions for palliative and end of life care within Scottish Government and the Northern Ireland Executive (as appropriate)
- Monitor the implications of legislation before and during its passage through Scottish Parliament and advise on appropriate interventions.

Team

- Deputise for the Head of Policy, Advocacy & Research and Policy and Advocacy Manager (Scotland)
- Contribute to the overall work of the Policy and Advocacy team across the UK
- To work with the Policy and Advocacy Manager (Scotland) to ensure the effective communication of our policy work and impact, and to contribute to the development of organisational policy positions and key messages.

Working across Hospice UK

- Work across Hospice UK's teams to ensure that our policy and advocacy work complements and effectively supports the wider work of the organisation.
- Ensure examples of good practice and relevant updates from Scotland and Northern Ireland are shared across the organisation

Other tasks

- Respond to policy-related enquiries from hospices and others as required.
- Occasional travel around the UK, including overnights.
- Any other duties that may reasonably be requested of the post holder.

This role profile is not exhaustive and is subject to review in conjunction with the post holder and according to future changes and developments in the service.

Person Specification

E = essential

D= desirable

Qualifications and specialist knowledge for the role

Essential

- Knowledge of political and policymaking processes in the UK at national and local levels
- Experience of working in a policy, public affairs, research or campaigning environment
- Experience of influencing policy or decision makers at local or national level

Desirable

- Knowledge of the current policy context in relation to health and social care, voluntary sector, or a related field
- Knowledge and understanding of effective methods and approaches to public affairs and policy influencing

Skills and abilities

Essential

- Ability to analyse public policy, draw conclusions and make recommendations
- Experience of effective influencing of policy makers and/or the public
- Using evidence to develop solutions and presenting a persuasive case for change
- Producing timely, clear, succinct and accessible reports and briefings
- Planning and managing a workload with conflicting demands to ensure deadlines are met and tasks are completed
- Exceptional written and verbal communication skills and ability to adapt tone and content to a variety of different audiences in order to effectively engage and influence
- Comfortable working with quantitative and qualitative data
- Self-starter, able to work independently without close supervision to meet project objectives
- Developing and sustaining effective relationships with a wide range of people at different levels across different sectors, for example, national and/or local government, senior government officials, public bodies and the voluntary sector

General requirements for roles at Hospice UK

Essential

- Able to occasionally work outside of normal office hours and travel within the UK, including overnight stays
- Willingness and ability to operate in accordance with the values and policies of Hospice UK and empathy with the aims, objectives and activities of the charity, and ability to mirror our values: collaboration, compassion, inclusive, innovative and knowledgeable.
- Willingness and ability to work flexibly in response to changing organisational requirements
- Interest in and empathy with the values of hospice and palliative care

Terms and Conditions

Contract	1 year fixed term contract from appointment
Salary	£32,000 per annum
Probation period	The probation period is two months
Notice period	One month
Work Pattern	Full time, 35 hours per week
Pension	You will be auto enrolled into our pension scheme which is at 4%. Further contributions can be made to the scheme and Hospice UK will match contributions of up to 7% of your gross salary.
Life Assurance	Is provided upon start date at three times salary, subject to acceptance by our insurers
Simplyhealth Cash Plan	Membership of a cash plan scheme, which provides reimbursement of payments (up to the policy limits) towards everyday healthcare treatments such as dental and optical care is available. This includes a confidential Employee Assistance Programme. All employees will be covered under level three of the scheme
Cycle to work scheme	Loaning of a cycle via a salary sacrifice scheme.
Season ticket loan	An interest free loan is available after the completion of probation.
Holiday	<p>25 days per year, increasing to 27.5 days in the second year and 30 days in the third. In addition to this you will also have the 24 December off each year. The leave year runs from 1 January to 31 December.</p> <p>An additional 10 days of bonus leave is awarded with five years service. This is taken with 10 days from the normal leave entitlement to allow a full month's break.</p>
Location	The post holder will be based in Scotland and depending on location the post holder may be based within a hospice office combined with a flexible approach to working from home. This role is eligible for the Hospice UK Hybrid Working Arrangement from the start of employment.