

Senior Policy and Public Affairs Officer (Northern Ireland)

Candidate Information Pack

November 2025

Senior Policy and Public Affairs Officer (Northern Ireland)

This exciting new role in our award-winning External Affairs department will work on policy and public affairs in Northern Ireland. You will fight for the hospice sector and people who need their care and support, helping us to create a nation where no one misses out on the care they need at the end of their lives.

This is a significant time for hospice and end of life care. Without action by government to improve the level of statutory funding, it is clear that the scale of pressures facing the sector mean that for every hospice it's not *if* cuts will be needed but *when* cuts will be needed.

The new three-year strategic plan for health and social care in Northern Ireland, the Health Committee inquiry into palliative care and recent hospice funding commitments in the Republic of Ireland mean there are no shortage of opportunities for influencing the policy and political agenda.

This will be our first on-the-ground role in Northern Ireland, providing the post-holder with the opportunity to build our influencing work from the ground up.

This will build on our work over the last three years and the strong relationships we have with hospices in Northern Ireland. You will be working closely with our Policy and Public Affairs Manager to expand our impact.

Our campaigning efforts have led to us securing emergency funding for hospices in Scotland, Wales and England. We are now looking to increase our presence and impact in Northern Ireland to ensure no one misses out on hospice care they need.

Reporting to	Policy and Public Affairs Manager
Line Manager to	N/A
Salary	£22,800 per annum (FTE: £38,000 per annum)
Contract	Two year fixed term contract, Part time, 3 days /21 hours a week
Location	The position will be based in Northern Ireland and will have a desk at Northern Ireland Hospice, Belfast. This role is eligible for the Hospice UK Hybrid Working Arrangement from the start of employment. Hospice UK's head office is based in London. This role will have full web-based connectivity to the central

	office, with regular opportunities to engage with the line manager and colleagues via email, face-to-face meetings, video calls, and telephone Whilst we work flexibly, because we work with decision makers in Stormont, there will be an expectation that you can travel to Belfast at short notice if required. There will be occasional travel to London for department and/or organisational wide events, such as our in-person quarterly events.
Closing date for CV & supporting statement	Midnight Sunday 30 November 2025
Interview date/s	Wednesday 10 and Thursday 11 December 2025. Interviews will take place online via MS Teams.
Contact for Questions	About the process: recruitment@hospiceuk.org About the role: a.morton@hospiceuk.org

You can read lots more about what it's like to work at Hospice UK on our website in the [About Us section](#) and on [YouTube channel](#)).

What you'll be a part of at Hospice UK

Hospice UK fights for hospice care for all who need it, for now and forever. Our mission is to promote and protect hospice care for all who need it, for now and forever.

As the national champion for hospices, we fight to make sure hospice care is there for everyone, from every background. We fight to make sure hospices are able to deliver the best, most personalised care. We fight to make sure hospices can thrive – today and into the future.

We represent the community of more than 200 hospices across the UK. They do everything they can for children and adults living with long-term illness or approaching the end of their lives. So, we do everything we can to support hospices' incredible, invaluable work.

"As well as the open door policy I have with my line manager, Hospice UK also gives the opportunity for your voice to be heard."

Millie, Office Manager

Our [ambitious new five-year strategy for 2024-2029](#) is the blueprint for how we can achieve the transformation that is needed and sets out the following three strategic priorities:

- **To improve equity of access:** we will work so people get the end of life care they need, and support hospices to reach those we know are missing out.
- **To enhance quality care:** we will support hospices to deliver individualised quality care amid rapidly changing demands.
- **To achieve sustainability:** we will fight for hospice services, making sure they are well-funded, governed and well-staffed long into the future.

We will only achieve these as a community, by being an outstanding organisation, and a great fundraising organisation.

Our values

We value working in collaboration and with compassion, we are inclusive, innovative and knowledgeable.

About the team



Your Team

Our UK-wide policy and public affairs team of nine sits within our External Affairs department, which brings together our communications, campaigns, policy, public affairs and membership engagement work.

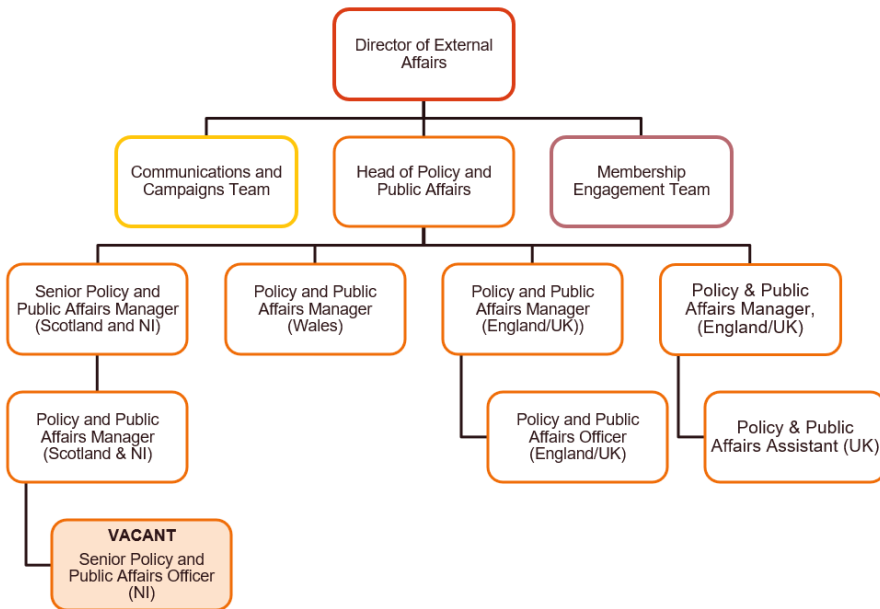
Our job as a department is to be the bold national voice of the UK's over 200 hospices and campaign to fight to ensure everyone can access the high quality end of life care they need. We have a strong track record of winning political campaigns and influencing policy.

We recently secured emergency funding packages for hospices in England, Scotland and Wales. In Northern Ireland, our work with local hospices and MLAs has led to a Health Committee inquiry into palliative care and the successful launch of our research into access to care in remote, rural and island communities. We're now looking to build on our success with our first on-the-ground post in the nation.

Our department's focus, in line with [our organisational strategy](#), is fighting for sustainability so hospices can meet ever increasing demand for their services as well as equity of access to palliative and end of life care.

The policy and public affairs team leads on developing solutions to the big challenges facing palliative and end of life care and hospices. We then make the case for change directly to decision makers across the UK's four nations and support colleagues working with the media, general public and hospices to maximise our impact.

Our team's influencing work does not just focus on decision makers but also supporting hospices to ensure that no one misses out on their care. To this end, some of [our most recent policy reports](#) focus on what the hospice sector can do to ensure that their services are truly accessible to everyone who needs them.



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"I've been at Hospice UK for 3 years and I love working here. It's an incredible organisation to work for, that truly looks after the wellbeing of the whole team. Our approach to flexible working is brilliant, giving people the autonomy to make the decision on what mix of working from home and the office works best for them. I'd definitely recommend working here and look forward to welcoming you to the team."

Paul, Corporate Development Manager (Compassionate Employers)

Your manager

Your line manager will be Aileen Morton, Hospice UK's Policy and Public Affairs Manager working across Scotland and Northern Ireland.

Aileen has worked for Hospice UK for three years. She leads on our work in Northern Ireland and, in Scotland, leads our work on the Scottish Assisted Dying Bill.

Prior to working for Hospice UK, Aileen was a councillor for ten years and her previous professional background was in management reporting. Aileen has established strong relationships with the hospices in Northern Ireland and is looking forward to working with someone local to Stormont to increase our policy and public affairs work.

"No two days are the same. One day I will be leading a focus group for patient and carers, the next I'll be visiting one of our member hospices and the day after I'll be running an event in parliament. Our policy and public affairs team is fast-paced and close-knit. We help each other and share advice and approaches across the UK. I'm proud of what we've achieved for hospices and the families they support."

Helen, Senior Policy and Public Affairs Manager

Other teams

No team is an island and none of us are as effective without each other's support. To find out more about the other teams at Hospice UK and get an idea about the size of the organisation, please see the appendix at the end of this document.

Your Key Relationships

At times you'll work with all colleagues across Hospice UK as we all have specialisms to share with one another, but the most important working relationships outside your immediate team will be:

Our media and campaigns colleagues

We pride ourselves on our integrated approach to policy, public affairs, campaigns and communications. Excellent media and campaigns work is essential to securing policy and political impact so we work very closely with colleagues in this area to inform stories, respond to external developments, speak to the media and mobilise the public.

Our programmes team

Our clinical colleagues and those working in data and evidence provide our team with much needed intelligence on the hospice sector, its staff, research and clinical practice. We work very closely with them to examine the policy implications of what they find and inform the support they provide to the sector.

Our member hospices

Our greatest strength is our membership, their expertise and their footprint in almost every constituency across the UK. We work very closely with staff, trustees and volunteers in our member hospices to understand the challenges they face, develop policy recommendations and influence decision makers.

About the job



Job Description

As our Senior Policy and Public Affairs Officer in Northern Ireland, you will advocate for change with politicians, cultivate positive relationships with civil servants and other national stakeholders and develop policy in collaboration with our members.

You will take a leading role in our influencing work in the nation. You will build strong relationships with MLAs and civil servants and fight to secure reform of the way hospices are funded and equity in access to palliative and end of life care.

We are looking for a politically savvy and driven professional with the tenacity to drive work forward independently and identify and seize opportunities to make an impact.

There is scope for this role to have significant responsibility and be a real driving force within Hospice UK. We are also committed to giving you the support you need to succeed, develop new skills and progress in your career.

Key tasks and responsibilities

Policy research, development and analysis

- Keep track of policy and political developments in Stormont, analysing their impact on hospices and people who need palliative care and briefing colleagues and hospices on this.
- Support the development of Hospice UK's policy asks of the Northern Ireland Executive and ensure they align, where necessary, with Hospice UK's policy positions across the UK.
- Support UK-wide focused policy research projects that contribute to Hospice UK's strategic aims, in consultation with members of the team.
- Prepare succinct and influential reports, consultation responses and briefings on policy issues for a range of audiences.

Public affairs and campaigning

- Plan and deliver public affairs activity to achieve Hospice UK's strategic aims and react to opportunities to influence the political debate in Northern Ireland.
- Engage with civil servants, parliamentarians and other external stakeholders in Northern Ireland and proactively identify and build relationships with key champions for hospice and palliative care.
- Monitor parliamentary activity and engagement as well as the passage and implications of legislation, implementing appropriate interventions, in collaboration with hospices and key partners.

- Develop and maintain effective working relationships with key partners and stakeholders, such as the All-Ireland Institute of Hospice and Palliative Care and the Palliative Care in Partnership Programme Board.
- Support senior members of staff with briefings, guidance and analysis to lead high-level engagement opportunities, such as meetings with Ministers.
- Work with campaigns and media colleagues to provide the policy expertise for Hospice UK communication materials, such media releases, and to build integrated political campaigns with consistent messaging.
- Act as a media spokesperson and represent Hospice UK at external events, meetings and conferences.

Member engagement:

- Build relationships with hospices in Northern Ireland to understand the challenges they face and the context they operate within.
- Provide members in Northern Ireland with briefings and updates on policy development and the political landscape.
- Work with and support the membership team on effective ways to engage with, and keep members in Northern Ireland up-to-date on Hospice UK activities.
- Assist colleagues with promoting wider Hospice UK activities in Northern Ireland and advise them on the Northern Irish context.

Other tasks

- Occasional UK travel, including to visit members and trips to London for team and organisational away days.
- Support the wider UK External Affairs team as required
- Any other duties that may reasonably be requested of the post holder.

Person specification

We are looking for a proactive and driven policy and public affairs professional with excellent influencing and communication skills. You will have your finger on the pulse and strong political knowledge that enables you to quickly understand and analyse the impact of external developments.

You will be curious about how best to improve people's experiences of death, dying and bereavement and strengthen the contribution of the hospice sector to this. As well as collaborative and committed to building coalitions to maximise our impact.

We are open to transferable experience and skills. We would therefore encourage applicants to apply even if they do not feel they meet every criterion below.

Application criteria below:

Essential	Desirable
Experience in policy, public affairs, campaigns or a related field in Northern Ireland	Healthcare policy experience
Excellent communication, influencing and relationship building skills	
An ability to quickly read, understand and respond to complex information as well as present it in a succinct and compelling fashion	
Good understanding of policy development and/or parliamentary processes in Northern Ireland	
Proactive and committed to delivering high-quality work	
Organised and able to manage time and workload effectively	
A commitment to championing inclusion, diversity and equity in the workplace.	
Able to work in line with our values: collaboration, compassion, inclusive, innovative and knowledgeable.	

Terms & Conditions



Contract	Fixed term contract for two years
Salary	£22,800 per annum (FTE£38,000 per annum)
Probation period	Six months
Notice period	One month
Work Pattern	Part time role; 3 days, 21 hours per week. We are passionate believers in working in a hybrid manner that suits you. See the appendix at the end of this document for more details.
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 Scheme	A cash plan scheme, which provides payments towards everyday healthcare treatments for example dental, optical etc. up to a policy limit. The plan also includes an 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	25 days in the first year, increasing to 27.5 days in the second year of service and 30 days in the third. The leave year runs from 1 January to 31 December.
Location	The position will be based in Northern Ireland at Northern Ireland Hospice, Belfast 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. Hospice UK's head office is based in London. This role will have full web-based connectivity to the central office, with regular opportunities to engage with the line manager and colleagues via email, face-to-face meetings, video calls, and telephone Whilst we work flexibly, because we work with decision makers in Stormont, there will be an expectation that you can travel to Belfast at short notice if required. There will be occasional travel to London for department and/or organisational wide events, such as our in-person quarterly events

About Hospice UK



Hybrid working at Hospice UK

At Hospice UK we have been hybrid working for a long time and believe that it's important to let individuals work in a way that makes sense for them. Everyone is different and we have colleagues who love being in the office with everything that brings as well as having whole teams based in all corners of the country.

We recognise that you are an individual and you have a way of working that is best for you. We'll always do our best to accommodate that.

We believe:

It's based on trust. We trust you to choose the best times and places to match the work you do, your personal preferences and to balance this with your own needs and the needs of your team.

- Work is an activity and not a destination. Work is not simply desks in an office that people are required to be at from 9 to 5, a few days a week.
- Community, collaboration and connection are part of who we are at Hospice UK, and we know they are important for your wellbeing. We will continue to provide safe office spaces for you to collaborate and connect with each other.
- Hospice UK recognises that physical presence does not equal great performance. Your performance will be evaluated on the impact you have and the outcomes you deliver, not solely on being at the office all the time.
- We know that there might be times when, even if you'll generally be working remotely, that you feel that being on site is crucial, such as when you first start working at Hospice UK or have started a new role.
- Hybrid working is open to everyone who has a suitable role regardless of how long they have worked for Hospice UK.

Working hours and keeping in touch

We want to empower you to flex the times you work so you can balance your home life around the needs of your role. We trust you to manage your own time and make sure you do the hours you are contracted to do. However, there are some important things we would like you to be aware of:

- We may ask you (with enough notice) to be available at certain times to meet the needs of the charity, and to physically be in the office to collaborate or attend training.

- If you choose to work early or late, perhaps during unsociable hours, please be courteous and respectful to your colleagues. We don't normally expect our people to respond to emails or calls during unsociable hours, nor should you.

Hybrid working should not be used as a way of carrying on working when you are sick, often called 'presenteeism.' If you are ill, then you need to take time off.

We're proud to be a Gold Standard Compassionate Employer

This means we go beyond policy to truly support our people through life's toughest moments, like bereavement, caring responsibilities, and serious illness. We offer enhanced leave, trained managers, peer support, and access to wellbeing resources. Compassion is embedded in how we work, lead, and care for each other, every day.

About our teams

Every single person at Hospice UK is a vital part of making our amazing organisation function. None of us can do it alone.

As time goes on, you'll find out more about what colleagues in other departments do, but for now, here's an overview of the individual teams and how, with you, they help Hospice UK change the world.

External Affairs

This team brings together our communications and campaigns work, our policy, advocacy and influencing work, and our membership engagement function.

Our job as a department is to be the bold national voice of the hospice sector, representing its interests, campaigning and lobbying on its behalf, and improving public understanding of what hospices do and just how important they are.

We're here to make sure as many people as possible, from all walks of life, can access high quality end of life care - no matter who they are, where they are, or why they are ill.

Working closely with our 200+ hospice members, we have a strong track record of winning campaigns on their behalf, most notably in recent years by securing close to £400m in emergency support for the hospice sector during the Covid-19 pandemic.

Our focus now is ensuring that hospices can meet ever increasing demand for their services, with well-funded and well-staffed hospices across the UK.

Programmes

This team brings together the projects and networks we deliver with and on behalf of our 200+ members, and our health, charity and academic partners. Our projects aim to increase the reach of hospice care to underserved communities. Our networks bring together colleagues and experts in many different roles to share and learn from each other.

We run conferences and webinars, including our flagship annual national conference. And we work with hospice leaders to tackle together some of the key issues impacting funding, workforce and service delivery across the four nations of the UK.

Our work is often overseen by clinicians and underpinned by the national evidence we analyse and the data we collect from hospices.

Income Generation and Grants

The Income Generation team raises money for Hospice UK through events, major donors, trusts, individual giving, legacies and corporate partnerships.

The Grants team secures funding from grant-making organisations and then distributes it to hospices via managed grants programmes.

The department is made up of five teams:

- Events and Supporter Engagement
- Philanthropy
- Corporate Development
- Compassionate Employers
- Grants.

These teams all work alongside one another to maximise income for Hospice UK and support for local hospices through a variety of activities, campaigns and partnerships.

Our aim is to create sustainable, diverse income streams to enable Hospice UK and local hospices to continue to develop and thrive.

Operations and Transformation

Operations and Transformation teams enable Hospice UK to be an outstanding organisation, supporting and enabling the whole charity to achieve its objectives by providing resources and modern ways of working. We ensure that the best and most skilled staff can contribute to us being a great membership body. Hospice UK needs to be a super place to work to attract diverse talent and we are determined to foster a positive culture and employee experience.

The **Operations team** is made up of our internal support teams:

- **Finance** manages all the income and outgoings for the organisation, ensuring that we use the funds we receive from our supporters in a way that will give the most benefit.
- **Facilities** lead on ensuring that our office and wider means of working are running smoothly and allowing all our colleagues to have a welcoming, functional and enjoyable place to visit.
- **Regulatory and Contracts Manager** - not an employee but works closely with the operations team, and in particular ensures any contracts or agreements we enter into with external organisations are fit for purpose.

The **Transformation team** works together to make Hospice UK a super place to work by providing a great colleague experience and continually improving our processes.

- **People and Culture** work to look after the people at Hospice UK from ensuring that new colleagues have everything they need (including managing the induction programme and creation of this document). They work with managers to recruit new colleagues and provide a comprehensive learning and development offer to help every colleague perform at their best. They help us to focus on the wellbeing of everyone at Hospice UK.
- **ICT and Data** provides the technology and data that helps us all to work efficiently and effectively from anywhere. They collaborate with all teams to improve our processes so that we can deliver excellent services to the hospice sector, members of the public and others.