

We've ambitions to change so much, to improve support for endometriosis – are you the Policy and Public Affairs Manager to help us achieve this?

Thank you for your interest in the role of Policy and Public Affairs Manager at Endometriosis UK.

We are seeking a highly skilled and experienced policy and public affairs manager with a strong track record of creating policy solutions that drive real change. In this role you will work closely with the Head of Campaigns and Communications to drive the organisation's influencing work across all 4 nations of the UK through policy development, public affairs activity, and developing and delivering issue-based campaigns that aim to make a real difference.

Endometriosis impacts the physical and mental health of 10% of women and those assigned female at birth, from puberty to menopause - although the impact can be felt for life. Yet it's a disease most people have never heard of, do not understand, and that currently has no cure. Diagnosis time in the UK currently takes on average 8 years and 10 months, and UK non-cancer gynaecology waiting lists have now grown to more than 750,000. As the UK's leading charity for all those affected by endometriosis, we're determined to change this and ensure that everyone gets prompt diagnosis and the best treatment and support. With a new UK Government and increased interest in menstrual health across all 4 nations, there has never been a more exciting time to join Endometriosis UK and help us make a difference to the lives of those affected by endometriosis in the UK.

Within this role, you will play a key role in the delivery of our new organisational strategy that will launch in 2025, focused on better supporting those with endometriosis, driving down diagnosis times, campaigning for improved treatments and access to services, raising awareness, and leveraging more money into research. We place people with endometriosis at the heart of all we do. If we get our work right, we really can make a difference to the 1.5 million with endometriosis in the UK – and all those diagnosed in the future.

You will be working as part of a passionate team with a strong commitment to achieving change to help those with living with endometriosis.

This is an exciting opportunity to help drive forward Endometriosis UK's new strategy and boost our impact for the benefit of everyone affected by endometriosis. I hope you'll consider joining us so we can, together, do even more.

Best wishes

A handwritten signature in black ink, appearing to read "Faye".

Faye Farthing
Head of Communications and Campaigns

JOB DESCRIPTION

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| Job title: | Policy and Public Affairs Manager |
| Reporting to: | Head of Campaigns and Communications |
| Working hours: | Full time / 37.5 hrs a week. Will consider 4 days /30 hrs a week for the right candidate. |
| Location: | Endometriosis UK's office at London Bridge, with hybrid option. Will consider home based working for the right candidate. |
| Contract: | Permanent |
| Annual salary: | £38,000-£42,000 pro rata depending on experience (including London Weighting, for an office-based post) |
| Closing date for applications: | Monday 3rd February, 9am |
| Interview Date: | Interviews will take place on Monday 10 th and Tuesday 11 th February at our office in London Bridge. |

About us:

Endometriosis UK is the leading UK charity supporting those living with endometriosis. Formed in 1981, we offer information and support to all those affected by endometriosis, for example through our website, webinars and information leaflets, and via our local support groups, Helpline, webchat and online forum. As well as directly supporting those with endometriosis, we work to raise awareness of endometriosis amongst healthcare practitioners, the public and the media; lobby for improved treatment and management; and support research. Current campaigns and policy issues that this role would be working on include reducing diagnosis times, gynaecology wait times, menstrual wellbeing education in schools, and for implementation of the NICE guidelines on endometriosis across the UK to deliver better treatment and care. We have a big job to do and ambitious plans.

About you:

We are looking for a highly motivated, passionate and confident self-starter who will lead on our policy and public affairs work.

You will be an experienced policy and public affairs professional, with a track record of creating and delivering evidence based policies and campaigns that result in real change. Above all, you'll share our vision for campaigning to improve the lives of those affected by endometriosis.

About the role:

This is a pivotal role in our Campaigns and Communications Team, reporting to the Head of Campaigns and Communications. You will work closely with the Head of Campaigns and Communications to drive the organisations influencing work across all 4 nations of the UK through policy development, responding to and taking responsibility for writing policy consultations, and developing and delivering issue-based campaigns in line with our new strategy.

You'll be able to understand complex issues and be able to communicate these with a wide range of audiences including internal and external stakeholders. You will exercise sound political judgement and have a strong understanding of the UK political and health landscape with a track record of creating campaigns and policy solutions that have resulted in policy change.

Key responsibilities:

- To manage and lead on all aspects of Endometriosis UK's policy and public affairs activities
- Advise and lead on the development of the charity's policy positions and policy reports, ensuring they are informed by robust evidence and the needs of the endometriosis community
- Producing briefings and policy reports for a variety of audiences. You'll have a strong track record of developing policy and surveys and an ability to analyse data and research
- Ensuring effective parliamentary monitoring takes place
- Work closely with stakeholders from both medical and patient communities to develop policy that aims to influence change
- Briefing and working with Ministers, Civil Servants, politicians and stakeholders in both Westminster and the devolved administrations
- Representing Endometriosis UK at a variety of meetings, events and panels
- Managing relationships with external stakeholders
- Managing our parliamentary events programme
- Preparing policy briefings, responses and reports for senior staff and external audiences and will be used to communicating complex policy issues to a variety of audiences
- Lead on the charity's responses to government consultations and other relevant public consultations, policy developments and announcements, working closely with the Chief Executive and Head of Communications and Campaigns to deliver this
- Regularly review and identify new research and policies in relation to relevant policy areas to help create a compelling case for change and investment from governments and other relevant bodies such as NICE
- Awareness of developments in research and supporting our engagement with the research community
- You will build compelling cases for change to drive national and local policy changes across the UK, and empower political and non-political stakeholders to engage in our campaigns to drive our policy goals
- You will support the Public Affairs and Policy Officer in ensuring the smooth running of the All-Party-Parliamentary Group on Endometriosis, which Endometriosis UK provides Secretariat for, and other Parliamentary Groups we may be involved with.
- You will ensure the voices of those affected by endometriosis is at the heart of all of our policy and public affairs work

Line management:

- You will line manage the Public Affairs and Policy Officer

Person specification:

1. Experience of developing and leading evidence-based policy solutions that deliver real impact and change
2. Experience of developing and writing consultation responses, policy reports and analysing research
3. In depth working knowledge of the political landscape across all 4 nations, preferably in relation to health policy
4. High level understanding of parliamentary processes and influencing levers
5. Knowledge of how the health and care system works locally and nationally and how to influence it
6. Strong written and communication skills with the ability to communicate policy to a variety of stakeholders including lay audiences including through presentations and speaking at panel events
7. Understanding and demonstrable commitment to equal opportunities, diversity and inclusion
8. Line management experience
9. Understanding of living with endometriosis or a demonstrable interest in women's health and empathy with our mission
10. Enthusiastic and proactive self-starter with proven ability to work proactively and with initiative
11. Good IT skills, including competence in Microsoft Office
12. Ability to be able to work flexibly including some weekends and evenings
13. Undertaking any other duties commensurate with the general level of responsibility of the post
14. Eligibility to work in the UK

Desirable:

15. Detailed knowledge of health, education and/or employment policy, NHS structures and health care delivery systems.

The closing date for applications is on Monday 3rd February and interviews will take place at our office in London Bridge on Monday 10th and Tuesday 11th February. To apply, please send your CV and a maximum 2-page cover letter outlining how you meet the person spec and why you are interested in this post to: assistant@endometriosis-uk.org

Please note that for capacity reasons, we are only able to get back to successful candidates on the status of their application.

Best of luck with your application.