

Policy and Advocacy Manager Scotland – maternity cover

| | |
|--------------------------|--|
| Reporting to | Head of Policy and Advocacy |
| Key Relationships | <p>Internal: Policy and Advocacy team, Campaigns and Communications team, Clinical team, Income Generation team and relevant colleagues across all departments</p> <p>External: Hospice UK members in Scotland, Parliamentarians, officials and statutory bodies, Scottish Government, key stakeholders across health and social care, Scotland-specific media, policy and public affairs colleagues in other charities, Think-tanks and academics</p> |

Hospice UK is the national charity for hospice and palliative care. Working to ensure all adults and children living with a terminal or life shortening condition receive 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 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

Focus

This role is focussed on shaping the policy agenda and environment in pursuit of Hospice UK's strategic goals.

Role purpose

The post holder will work with the Head of Policy and Advocacy to further Hospice UK's strategic priorities and objectives in Scotland. Working with member organisations, parliamentarians, statutory bodies, local government, policy makers, civil servants, the media and other key stakeholders, this post will play a key role in ensuring that Hospice UK delivers the Hospice UK strategy and business priorities.

The Policy and Advocacy Manager Scotland will be responsible for identifying, designing and implementing policy and advocacy activities in pursuit of agreed priorities, developing policy positions, and influencing government and other external agencies in the interests of people at the end of life and their families and carers.

Key tasks and responsibilities

Policy analysis, influencing and networks

- 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
- Develop a thorough understanding of policies and strategies that have the most impact on people needing palliative and end of life care and their families/carers and on the work of our members
- Monitor the implications of legislation before and during its passage through Parliament and identify appropriate interventions
- Carry out analysis across relevant policy areas including health, social care and civil society in order to ensure that Hospice UK and members are up to date on external developments affecting palliative and end of life care
- Establish and maintain effective communication and working relationships with members, policy makers in government, opinion formers and other external stakeholders
- Proactively identify and build relationships with key champions for hospice and palliative care within the Scottish Government
- Prepare succinct and influential reports, consultation responses, briefings, articles and web pages, etc, on policy issues for a range of audiences

Policy research

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

- Lead, manage and/or contribute to specified Hospice UK data and analysis activities and projects to achieve agreed strategic and business plan objectives and outcomes
- Develop the evidence base for policy and advocacy by identifying opportunities to undertake research

Public affairs

- Identify and manage public affairs opportunities to progress Hospice UK strategic objectives.

Communications

- Represent Hospice UK policy and advocacy at external events, meetings and conferences, including member meetings, as required.
- Deliver high quality think pieces, briefings, reports, articles and other written outputs.
- Drive Scottish policy and advocacy content for Hospice UK outputs including media releases and campaigning materials.
- Act as a media spokesperson on relevant projects and campaigns as required with the support of the Communications and Campaigns team.
- Proactively communicate agreed policy and advocacy positions internally and to member hospices using a variety of channels
- Manage the Scottish policy and advocacy related content on the Hospice UK website.

Project management

- Identify, develop and lead strategic and flagship policy projects relevant to the Scottish context
- Manage specified policy and advocacy projects, including any budget agreed for such projects.

Other tasks

- Deputise for the Director of Advocacy and Change and Head of Policy and Advocacy in internal and external meetings as required.
- Following easing of COVID-19 restrictions, regular travel around the Scotland and occasional UK travel, including overnights, expenses covered subject to Hospice UK expenses policy.
- 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/developments in the service.

Person Specification

E = essential D= desirable

Experience and knowledge

| Importance | Criteria | Assessment |
|------------|--|------------------------------|
| E | Experience of leading policy, public affairs, or advocacy activities at a regional or national level | Application form |
| E | Understanding and experience of influencing in the Scottish political context, preferably in health and/or social care | Application form / interview |
| D | Experience of working with a membership organisation | Application form |
| D | Interest in and empathy with the values of hospice and palliative care | Interview |
| D | Experience of working in a geographically remote role, at a distance from line manager, colleagues and stakeholders | Application form |

Skills and abilities

| Importance | Criteria | Assessment |
|------------|--|------------------------------|
| E | Ability to apply knowledge and understanding of the palliative and end of life care movement to the role | Interview |
| E | Ability to co-ordinate and manage complexity | Application form / Interview |
| E | Ability to develop and implement policy and public affairs activities | Application form / Interview |
| E | An understanding of policy research, including ability to design and manage research projects, and apply research to policy influencing; numerate and comfortable working with qualitative and quantitative data | Application form / Interview |
| E | Confident in communicating with a wide range of people at all levels including senior managers, officials and politicians | Application form / Interview |
| E | Good written and verbal communication skills across a variety of channels | Application form / Interview |
| E | Ability to think strategically and make cogent arguments | Interview |
| E | Ability to analyse issues, understand different perspectives and draw informed conclusions | Interview |
| E | Good IT skills including MS Word and Excel | Application form |
| E | Ability to work collaboratively and as an effective and flexible team member | Interview |
| E | Ability to self motivate and work independently | Interview |

| | | |
|---|--|------------------------------|
| E | Demonstrated thoroughness and accuracy in approach, including working with attention to detail whilst under pressure | Interview |
| E | Excellent organisational and time management skills with the ability to multi-task and prioritise a varied workload to ensure deadlines are met | Interview |
| E | Empathy with the aims, objectives and activities of the charity, and ability to mirror our values: collaboration, compassion, inclusive, innovative and knowledgeable. | Application form / Interview |

Terms and Conditions

| | |
|----------------------|--|
| Contract | Fixed term contract to cover up to a year's maternity leave |
| Salary | £28,649 (pro rata of £40,928) per annum |
| Probation period | The probation period is six months |
| Notice period | Two months |
| Work Pattern | 24.5 hours/ 3.5 days per week, specific days negotiable, with expectation that post holder will be available 2 full consecutive days (approx. 9.00am to 5.00pm) per week, minimum. Alternate patterns such as 3 day/4 day weeks etc may be negotiated. |
| 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 | A cash plan scheme, which provides payments towards everyday healthcare treatments for example dental and optical care up to a policy limit and access to an employee assistance programme |
| 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 leave. The leave year runs from 1 January to 31 December. |
| Location | <p>There is a strong preference for being based in Scotland. Depending on location the post holder may be based within a hospice office combined with a flexible approach to working from home.</p> <p>The head office of Hospice UK is in London. The post will have full web-based connection to Hospice UK, regular access to the line manager and colleagues through email, face to face when covid restrictions ease, internet based video calls and telephone.</p> |

