



Recruitment Information Pack

**Policy & Public
Affairs Officer**





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Introduction

Dear Applicant

Thank you for your interest in the role of

Policy & Public Affairs Officer


at Cancer Focus Northern Ireland. This Information Pack includes information about Cancer Focus NI, sets out the process for recruitment and outlines the qualifications, skills and experience we are seeking.

Cancer Focus NI is a local voluntary organisation that aims to eliminate cancer, where possible, and reduce its impact on our society. We were Northern Ireland's first cancer charity and in 2019 we celebrated our 50th Anniversary. Since our founding we have had four main pillars of endeavour: **cancer prevention, services to people affected by cancer, funding local cancer research and campaigning and advocacy work.** While we have stayed true to our founding principles, how we have delivered on our mission has grown and developed over the years.

We invite you to read through this Information Pack and understand more about the role and the person we are looking for. If you wish to apply for this role, please ensure you submit an up-to-date, accurate copy of your CV and cover letter before the application deadline.

The change and impact we make is defined about how we work and what we value. If you feel you have the relevant skills, qualifications, experience and shared values base for this role, we would very much welcome your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Richard Spratt', with a stylized flourish at the end.

Richard Spratt
Chief Executive

Cancer Focus NI

Our Story to Date

Cancer Focus NI was established in 1969 initially to fund cancer research in Northern Ireland. The founding members very quickly realised that while local cancer research was needed, there was a similar pressing need to inform the public about the causes of cancer and how they could reduce their risk.

There were also people living with the disease for whom there were few options for support and advice. It was likewise recognised that to deliver real change we need effective public health policies and provision.

The four pillars of endeavour were thus formed and still shape our work today. The charity was originally called the Ulster Cancer Foundation. We changed our name in 2012.

In 2023, we launched our new five year strategy to support local people on their cancer journey. Our goal in the next five to seven years is to open five Therapeutic Support Centres in towns and cities across Northern Ireland.



Mission

Supporting local people on their cancer journey; we will work to reduce the risk, impact, and outcomes of all cancers.

Vision

We want people to live their most fulfilled lives with access to world-leading, equitable cancer support, treatment, diagnosis, prevention, and research.

Values

Our guiding principles will shape the future direction of our charity.

Innovative

We will develop a range of quality cancer support services and health improvement initiatives that are evidence-based and pioneering.

Compassionate

We will continue to provide free services to help support local people on their cancer journey.

Bold

We will not be afraid to make difficult decisions and take courageous actions in the interests of local people.

Connected

We will connect and collaborate with local communities and sector partners including the Department of Health, Public Health Agency, Health Trusts, and other charities to create a fairer and healthier society.

Honest

We will be transparent in our work, show respect for those we meet, and highlight our impact at all times.

Our Strategic Objectives

To Be Your Local Cancer Voice

Be an effective advocate, operating in local communities and speaking up for all people with cancer in Northern Ireland.

To Prioritise Healthy Living

Increase public awareness of how to reduce the risk of cancer and promote healthier living.

To Champion Local Research

Fund world-class, innovative cancer research.

To Sustain Our Impact

Grow local support for our work and services.

Charity Behaviours

At the core of our charity's work, we will...

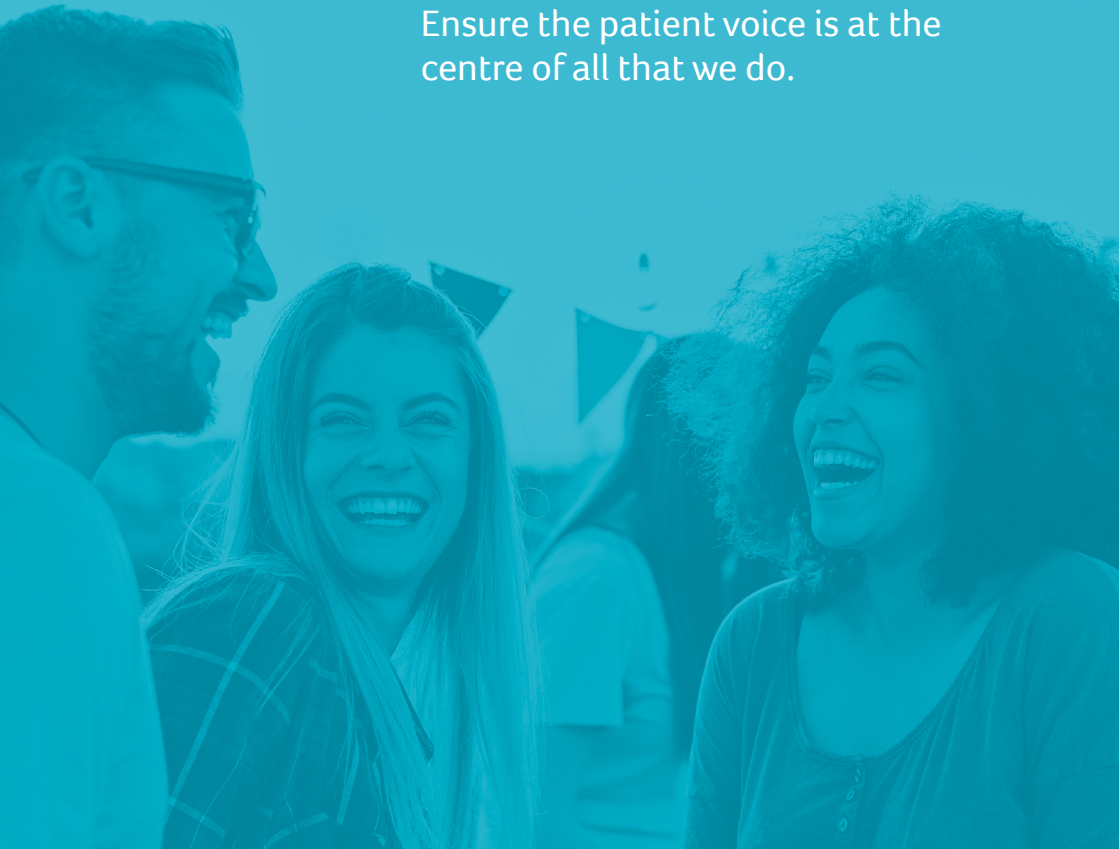
Be community focused and people centric.

Tackle health inequality in all aspects of our work.

Reach out to those on the margins in 'hard to reach' communities.

Work sustainably with environmental consciousness in all that we do.

Ensure the patient voice is at the centre of all that we do.



What is a Cancer Focus Northern Ireland Therapeutic Support Centre?

At its core, Cancer Focus Northern Ireland's future strategy is to create spaces and environments that radiate a sense of sanctuary and welcome.

We envisage places of community that those on a cancer journey feel drawn towards and are not intimidated by. Our Support Centres will be strategically placed across Northern Ireland. They will provide flexibility in how people engage, from being able to drop-in and have a coffee with a cancer specialist to availing of more tailored, structured individual or group therapeutic support. Most importantly, we want people to experience and have access to a place of social connection and to have the opportunity to participate in and be part of a community where they feel comfortable and understood.

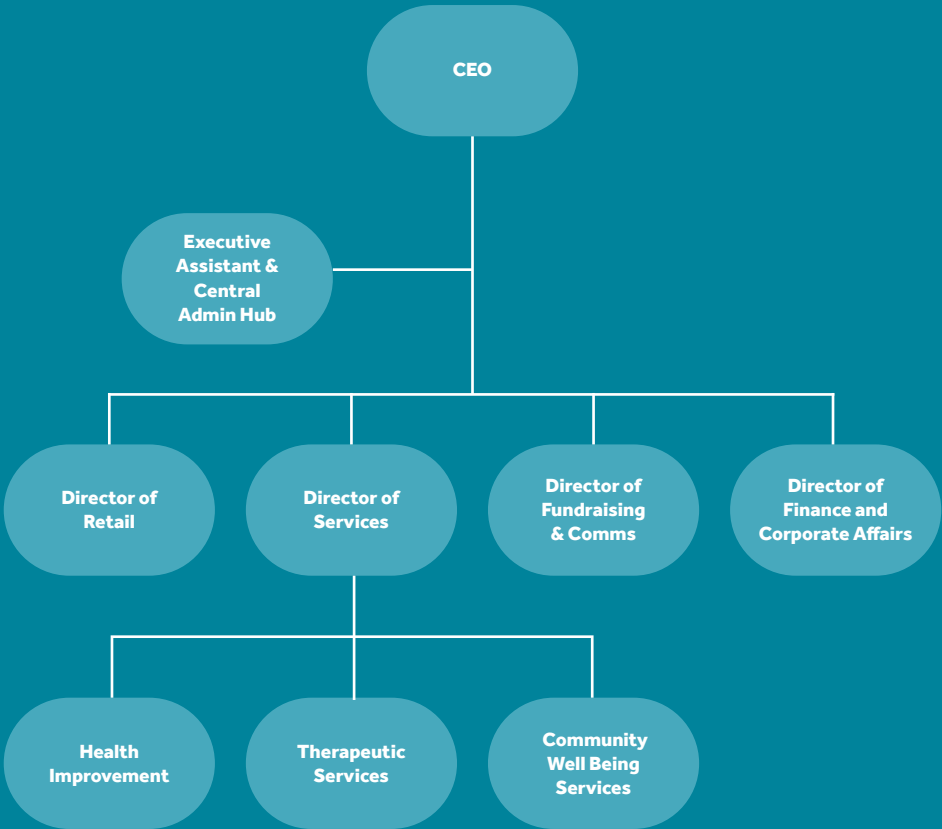
The look and feel of our Centres will be crucial to how patients and service users will interact with them. They will be thoughtfully and carefully designed to ensure that visitors experience a sense of being apart from the clinical environment of a hospital, or the hustle and bustle of everyday life.

It is important to us that they are close to, but separate from, the places of diagnosis and treatment.

The Centres will offer space and opportunity for relaxation, reflection and solace as well as providing emotional and practical support along with access to information and advice relevant to the needs of each person and their family.

Every visitor who will cross the doorstep of a Cancer Focus Northern Ireland Therapeutic Support Centre will have their own story, their own set of unique fears, hopes and aspirations. We will welcome everyone as they are and where they are, when they take the courageous step to come in. We will be rooted in communities and equipped to embrace and provide the support network required for every person who invites us to join them on their cancer journey.

Organisational Structure



Job Description

Policy & Public Affairs Officer

Responsible to: Communications & Marketing Manager
Hours: 35 hours per week
Location: 40 - 44 Eglantine Avenue, Belfast / Remote
Remuneration: Salary Band £30,984 - £32,798

Overall Purpose of Post

The Policy & Public Affairs Officer is responsible for the policy and public affairs function across the organisation.

The role involves ensuring that Cancer Focus NI is the leading local cancer charity voice in effecting change in public policy and influencing politicians, senior government officials, partner organisations and other key influencers.

This is a crucial role within the organisation working as part of the communications team and closely with the Chief Executive, Director of Services, and wider leadership team to develop a high-performing, effective and ambitious advocacy strategy which will bring about improvements for those affected by and living with cancer in Northern Ireland whilst ensuring healthy public policy.

Key Responsibilities

Policy Development & Monitoring

- Provide information, guidance and support about policy and public affairs matters to staff across a range of services and departments.
- Maintain a comprehensive understanding and brief across all policy matters relating to cancer in Northern Ireland, particularly around Cancer Focus NI's key objectives including patient support services, health improvement / cancer prevention and research.
- Conduct comprehensive horizon scanning including beyond Northern Ireland in other parts of the UK, Europe and ensure that CEO and senior leadership staff are briefed on relevant policy information, research on issues which align with organisation's objectives and strategic priorities.
- Work closely with Cancer Focus NI's Service User & Volunteer Engagement Co-ordinator to ensure that people affected by cancer actively participate in the organisation's policy and public affairs strategy. Embed a culture of service user involvement from across the organisation advocacy work to be able to learn from their experiences and enhance equality, diversity, and inclusion.

Advocacy, Campaigning & Influencing

- To lead the organisation's work as Secretariat of the All-Party Group for Cancer ensuring that there is a thoughtful, intentional, and ambitious strategy to influence legislative change and policy development.
- To Support the Chief Executive, Director of Services, and other colleagues in participation of other key strategic networks including European Cancer League, Northern Ireland Cancer Registry, Department of Health forums and other networks.
- To support the Chief Executive and senior leadership team in working collaboratively with sector colleagues within Northern Ireland to realise positive policy development.
- To work with senior leadership and the communications teams in developing targeted campaigns which contribute to delivering on organisational strategic priorities and enable us to mobilise and grow our existing support and volunteer base.

Engagement & Communications

- To ensure that there is a regular pipeline of policy centred media stories and proactively secure coverage related to the organisation's programme of policy and public affairs work.
- To produce high quality, evidence-based policy reports, briefings, and position papers to ensure that the Chief Executive and senior leadership team present relevantly and accurately in internal documents and resources, the media and external environment.
- To gather experiences and insight of those using Cancer Focus NI services to ensure that these views and opinions inform and shape the organisation's policy and public affairs strategy.
- Collate and analyse statistics / data from a range of sources including the Department of Health, the PHA, academia, NI Cancer Registry to analyse trends, concerns & issues on all matters affecting cancer patients in Northern Ireland and in turn make recommendations and develop organisational response.
- To work closely with communications team to ensure that the organisation's agreed policy positions are effectively communicated in the public domain by drafting compelling press releases, organisational statements, and other content for use on Cancer Focus NI website and other social media channels.
- Be a voice for the charity by taking part in tv, radio and press interviews.

External Relationships

- To be an effective ambassador representing and promoting Cancer Focus Northern Ireland and its objectives as required as well as living out the organisational values.
- To effectively build and develop key stakeholder relationships to promote and develop Cancer Focus NI.
- To attend external meetings where appropriate as Cancer Focus NI and build reputation as credible.
- To further develop existing relationships, and develop new relationships with statutory representatives, MLAs, other voluntary sector actors and private organisations.

General

- To work as part of a multidisciplinary team comprising Cancer Focus NI staff / team meetings including working on internal cross departmental groups as and when required.
- To comply with all Cancer Focus NI policies and procedures.
- To carry out any other duties as may be reasonably required by Cancer Focus NI.



Person Specification

Policy & Public Affairs Officer

The Personnel Specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Therefore, please address in completing the application form, each criterion listed in the specification, drawing upon all your experience, whether in paid employment or on a voluntary basis.

Essential Criteria

- Minimum of 1 year experience of working in a policy / public affairs environment.
- Able to demonstrate experience of preparing briefings, position papers and presentations for various audiences.
- Educated to degree level or equivalent.
- Strong understanding and knowledge of evidence-based policy development generally.
- Excellent strategic thinker with ability to analyse data and trends.
- Excellent verbal, written and presentational skills.
- Excellent interpersonal skills
- Ability to manage a large workload with competing priorities.
- Ability to show initiative.
- Experience of facilitating groups
- To be IT proficient including in the use of spreadsheets and databases.
- Enthusiasm, drive, and commitment to continuous improvement.
- Ability to build effective relationships with key influencers & decision makers.
- Strong levels of emotional intelligence



Desirable Criteria

- Experience of working within the cancer sector demonstrating knowledge and understanding of the needs of cancer patients and their families
- Experience of working within the voluntary sector
- Experience of working with volunteers, patients, and service users
- Experience of facilitating groups / workshops
- Strong understanding and knowledge of evidence-based policy (within cancer sector)
- Knowledge of health and social care environment in Northern Ireland.
- Knowledge of voluntary and community sector environment in Northern Ireland.
- Applicants will hold a full, current driving license and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post.
- This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.
- This post may require occasional evening or weekend work and will require an element of flexible working.

Additional Information

Benefits

- Flexible working policy (home-working, reduced hours, hybrid-working)
- 25 days Annual Leave, plus 12 statutory days (pro rata for those working less than 35 hours per week)
- Two additional days of annual leave after five years' service and a further three days after ten years' service
- Enhanced Maternity / Adoption Pay
- Enhanced Occupational Sick Pay Scheme
- Contributory Pension Scheme
- Employee Assistance Programme (EAP)
- Cycle to Work Scheme
- Mileage Allowance at the prevailing HMRC rate
- Time Off In Lieu (TOIL) for additional hours worked
- Life Assurance

Disability

Cancer Focus NI is an Equal Opportunities Employer and all applications in accordance with the Disability Discrimination Act a person is disabled if they have, or have had, "a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on your ability to carry out normal day to day activities".

If you consider yourself to have a disability relevant to the position for which you are applying, please contact us so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

Additional Information

Equal Opportunities

Cancer Focus NI is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

Application Process

The closing date/time for submission of CV and cover letter is
21 July 2023, 5pm

Stage 1 interviews: 27th & 28th July 2023

Stage 2 interviews: 3rd & 4th August 2023

If you would like to apply for this role, please submit an up-to-date copy of your CV and cover letter before this date/time to:
hradmin@cancerfocusni.org or, mailed to:

**Human Resources, Cancer Focus NI,
40/44 Eglantine Avenue, Belfast, BT9 6DX**

We cannot accept Applications received after the closing date/time.

Guidance Notes on Applying for our role

- Please ensure your CV is up-to-date and accurate. Cancer Focus NI will not make assumptions from the title of your post(s) or the nature of any employing organisation(s) as to your skills and experience gained.
- If you do not provide sufficient detail, including the appropriate dates needed to meet any eligibility criteria, your application may be rejected.
- ONLY the details provided by you in your CV and cover letter will be used for determining your eligibility for the post/shortlisting purposes.

Contact Details

If you have any queries regarding the recruitment process, please contact Gwyneth Richards (hradmin@cancerfocusni.org) or phone 028 9066 3281.



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Charity No: NIC 101307

