

JOB DESCRIPTION



Policy and Public Affairs Officer

Job title: Policy and Public Affairs Officer
Employer: Genetic Alliance UK
Based at: 49-51 East Road
London, N1 6AH

Line Manager: Director of Policy
Supporting: Public Affairs Manager and Policy Analyst

Term: Full time (35 hours a week), 12 months, with potential to extend
This post is subject to a probation period
Salary: £24,611 per annum

About us:

Genetic Alliance UK is the national charity supporting all those affected by genetic, rare and undiagnosed conditions, with a membership of over 200 voluntary organisations and patient groups. Our aim is to improve the lives of patients and families by ensuring that high quality healthcare is available to all who need it. We actively support research and innovation across the field of genetic medicine and rare diseases.

Policy work is at the heart of Genetic Alliance UK's activity: all our work either begins or ends with a policy issue. The team works on a wide range of topics to ensure that the voice of our member groups and people living with rare and genetic conditions is heard by decision-makers. This approach is reflected in [Genetic Alliance UK's Strategy 2018-23](#).

Genetic Alliance UK runs the Rare Disease UK campaign, the national campaign for people with rare diseases and all who support them. Rare Disease UK has just launched a [call for a refresh and review of the UK Strategy for Rare Diseases](#).

Role:

This is a fantastic opportunity to join the impactful and innovative policy and public affairs team which delivered the [Rare Reality](#) and [Protect ERNs](#) campaigns this year. The breadth of topics and activities, combined with opportunities for independent work make this an excellent development opportunity.

The Policy and Public Affairs Officer role is a new and exciting post within the Policy Team. The successful candidate will have the opportunity to work with members of the Policy Team to drive forward Genetic Alliance UK's policy and public affairs work.

Genetic Alliance UK

contactus@geneticalliance.org.uk
www.geneticalliance.org.uk

Registered charity numbers: 1114195 and SC039299
Registered company number: 05772999

The Policy and Public Affairs Officer will help to provide the secretariat to the [All Party Parliamentary Group on Rare, Genetic and Undiagnosed Conditions](#), maintaining a close relationship with the Chair, Vice-Chair and Officers of the Group. The post holder will play a leading role in campaigning on topical issues affecting the rare disease community, including Brexit. In particular, through our campaign to protect the UK's involvement in European Reference Networks.

The Policy and Public Affairs Officer will also support our ongoing work to ensure that the implementation of the UK Strategy for Rare Diseases is prioritised by the departments of health across the UK.

Our policy work includes: NHS commissioning of specialised services; genome sequencing in research and in the health service; reproductive choice and innovative artificial reproduction technology, and much more. We operate at the European, UK and devolved nation level.

This post is full time (35 hours a week), office based for a fixed term of 12 months and subject to a probation period.

Responsibilities:

- Leading on the production of detailed policy products, including briefings, consultation responses and comprehensive reports.
- Undertaking information and evidence gathering, research studies and inquiries.
- Assisting the Public Affairs Manager to provide the secretariat to the All Party Parliamentary Group on Rare, Genetic and Undiagnosed Conditions.
- Organising public affairs events.
- Providing oral presentations for internal and external audiences.
- Providing high quality written copy for internal and external publications.
- Working with Genetic Alliance UK members, staff and other external organisations and individuals to produce joint briefings and reports.
- Attending and participating in weekly Policy Team meetings.
- Collaborating on the dissemination of Genetic Alliance UK's work with the communications team.
- Supporting the organisation of meetings, workshops or events to deliver or collect the views of people living with rare or genetic conditions.
- Attending relevant meetings/conferences, representing the organisation.
- Undertaking other reasonable tasks required by Genetic Alliance UK when needed.

Personal Specification Education and qualifications

- Graduate or equivalent experience.
- Good level of IT literacy.

Essential qualities, skills and experience:

- Excellent communication skills, both written and oral.
- Proven ability to write clear and logical documents, with strong attention to detail.
- Ability to work both as part of a team and independently.
- Strong experience of working in public affairs
- A can-do attitude, with enthusiasm and creativity.
- A logical and organised approach to work.
- Ability to meet agreed deadlines, prioritise workload and maximise the use of time.
- An ability to adapt writing style for a range of audiences.
- A commitment to the aims and objectives of Genetic Alliance UK.

Desirable qualities, skills and experience

- Experience of health or medical research policy work.
- Knowledge of the NHS environment.
- Knowledge of genomic medicine.
- Experience of policy work at the devolved nation and/or European level.
- Experience of the voluntary sector.
- Appreciation of current issues in genetics and health care and their impact on patients and families.

Additional requirements

- To be able to work occasional evenings and weekends.
- Willing to undertake occasional travel in the UK and Europe.

How to apply:

Please apply by email to: policy.recruitment@geneticalliance.org.uk. Your application should include your CV and a cover letter explaining why you would like this job and why you are a suitable candidate. Both of these should be attachments to your email and as PDF or Microsoft Word format, please include your name on the document titles eg 'JaneSmithCV.pdf' and 'JaneSmithCoverLetter.pdf'.

Application deadline: 9 am, Wednesday 28 March 2019.

Interviews will be held on Friday 5 April 2019, during office hours.