

Lymphoma
action 

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**Policy and Public
Affairs Advisor
Recruitment Pack
March 2022**



Welcome



Thank you for your interest in the role of Policy and Public Affairs Advisor.

This is an exciting time to be at Lymphoma Action as we work to an ambitious plan to develop services and advocate for better treatment and care. We also want to raise the profile of lymphoma and be a voice for people affected by lymphoma so that they can influence the decisions that affect them.

We are a national charity providing information and support to people affected by lymphoma – the fifth most common cancer in the UK, and we currently employ 32 staff and over 340 volunteers.

Reporting to the Chief Executive, this is a crucial post to drive forward our work in advocating for better treatment and care – one of our key organisational goals (you can read more about our long-term strategy and goals on our website: www.lymphoma-action.org.uk/about-us).

Whilst our head office is based in Aylesbury, we operate a hybrid working policy with many staff splitting their time between home and the office, so we are flexible about the location of this role, although the postholder may need to attend occasional meetings in London.

There are many external developments which could impact how lymphoma is diagnosed and treated in the future. Along with the Charity's successes over the last couple of years, this makes it a great time to join our staff team.

Ropinder Gill
Chief Executive, Lymphoma Action

 r.gill@lymphoma-action.org.uk

Further details about the role can be found in the Job Description and Person Specification.



Your charity doesn't just inform people and their families who are affected by lymphoma but brings people together, so they can share their worries and get support when they need it.

Our Vision, Mission, Goals and Values

Vision Statement

Everyone affected by lymphoma will receive the best possible support, treatment and care

Mission Statement

Through information, education, support and influence, we will make sure no-one has to face their lymphoma alone

Our 5 Strategic Goals

-  Create the highest quality information so that people can understand their lymphoma
-  Ensure that people affected by lymphoma can access the treatment and care that they need
-  Ensure that people feel supported with and beyond lymphoma by others who understand what they are going through
-  Be a voice for people affected by lymphoma in order to influence the decisions that affect them and raise awareness of lymphoma
-  Have the most effective resources so that we are sustainable and can deliver impactful services

Our Values

- **Focused** – we are dedicated to the needs of those affected by lymphoma
- **Empowering** – we build confidence to make change happen
- **Trusted** – we use our expertise to deliver quality services
- **Innovative** – we look to a better future for people affected by lymphoma
- **Collaborative** – we are inclusive and value our partnerships



Job Description and Person Specification

Job title:	Policy and Public Affairs Advisor
Responsible to:	Chief Executive
Duration:	Permanent
Location:	Hybrid/remote options available
Working hours:	35 hours (substantial part-time considered, i.e. 25 hours plus)
Salary:	£33,000-£35,000 per annum (calculated on a pro-rata basis for part-time)

Purpose of the role

This role is crucial to driving forward our work in advocating for better treatment and care and representing the patient voice. We want to accelerate the development of treatments, raise the profile of lymphoma, and be a voice for people affected by lymphoma so that they can influence the decisions that affect them.

The post-holder will gather the intelligence we need to plan our policy propositions, spot opportunities to develop activities; represent the Charity and the patient voice at external meetings and support our work relating to access to medicines and patient advocacy.

Key internal and external relationships

- Chief Executive
- Key members of the Senior Management Team including Director of Services
- Senior Medical Writer, Publications team and the Communications teams
- Peers in other cancer charities including Blood Cancer Alliance, Cancer52 and One Cancer Voice
- Medical advisors and clinicians
- Research/treatment contacts including pharma, independent researchers and medcomms agencies

Main duties

- Support the CEO to plan and deliver our policy and public affairs strategy.
- Gather external intel for analysis and build our knowledge of lymphoma-related developments in order to identify priorities and opportunities to influence.
- Develop credible position statements and associated materials including consultation responses, letters and messaging.
- Communicate relevant insights and updates around our policy work and lymphoma-related developments to the Senior Management Team.

- Improve our use and understanding of lymphoma-related data and information to develop our policy propositions.
- Represent the patient voice and ensure the views and needs of people affected by lymphoma are built into our policy and public affairs work.
- Build an effective network of relationships with relevant stakeholders including other charities and sector stakeholders.
- Represent Lymphoma Action on relevant coalitions, working groups and in external meetings, conferences and seminars and act as a spokesperson.
- Manage requests for support from those working in the field of lymphoma treatment and care in order to represent the patient voice and/or increase the Charity's profile, including pharmaceutical partners, and independent researchers and clinicians.
- Work with the Communications Team to develop web news stories, press releases and social media content, magazine articles on key policy issues.

Other

- Provide policy and public affairs updates for both internal and external use, with effective insights to keep colleagues informed of this area of work.
- Support the development and submission of Health Technology Appraisals relating to lymphoma to ensure the patient voice is represented.

General

- To keep up-to-date with developments and learning in the field of lymphoma and cancer-related information and support.
- To participate in staff training, organisation/team meetings and external events, such as conferences, as required.
- To comply with the organisation's health and safety, confidentiality, data protection and other policies.
- To promote equality of opportunity and anti-discriminatory practices.
- To fulfil any other duties deemed appropriate by the Chief Executive, subject to time and commensurate with level of responsibility and salary.

Person Specification

This is the selection criteria for this role.

It is not expected that the successful candidate will necessarily have experience/competency in all the areas highlighted. We are committed to helping individuals develop professionally and personally, and your application is encouraged.

Education, experience and knowledge

- Experience in a relevant role (such as policy, public affairs, campaigns or advocacy) preferably within the charity sector.
- Experience of crafting policy positions and written materials including, for example, responses to consultation papers.
- A good understanding of the health policy landscape (including of NHS/health/government structures across the UK).
- Experience of networking, building relationships and influencing.

Skills and abilities

- An excellent communicator (verbally and in writing) who can digest and translate complex information into easy-to-understand language.
- Self-motivated and able to work collaboratively and as part of a team, as well as independently.
- Able to effectively manage time, organise workload and prioritise, working under pressure and to tight deadlines.
- Analytical with the ability to effectively use/analyse data or research.
- Able to assert tact and diplomacy and represent the Charity in formal groups and settings, negotiating on our behalf when needed.
- Creative with an understanding of the role of marketing, communications and campaigns in effecting change.

Qualities

- Excellent project manager.
- Inclusive with excellent interpersonal skills.
- Responsive, persuasive and credible with a real desire to effect change for people affected by lymphoma.

**The job may involve occasional travel throughout the UK for the purpose of attending relevant conferences and meetings. Some travel to the organisation's head office in Aylesbury, Buckinghamshire, may also be required. Occasionally, there may be the need to work at weekends or during anti-social hours, for which notice and time off in lieu will be given.*

***Home-based roles are dependent upon location and access to fast and reliable broadband services.*

Values and Behaviours

Lymphoma Action works to a clear set of values in everything it does and this reflects the following behaviours we look for in all our staff.

Focused

- You focus on goals and on the best outcomes for our beneficiaries
- You are strategic and make good decisions and don't just focus on short-term needs
- You work in a flexible way, responding to new insights that will help increase our impact

Empowering

- You inspire people, celebrate success and acknowledge the efforts of others
- You support people to take on tasks and be confident in their decisions
- You respect the decisions of others and are resilient in the face of change

Trusted

- You are empathetic and show compassion, but respect professional boundaries
- You do what you say you're going to do and take responsibility for your decisions
- You are open and honest with yourself and others

Innovative

- You are curious, open to new ideas and don't miss opportunities
- You make time for reflection, creativity and learning and encourage others to do the same
- You are willing to try new things and you learn quickly from your experiences

Collaborative

- You are inclusive, treat everyone as an equal and embrace diversity
- You listen well, communicate openly and share your skills and knowledge with others
- You believe in the value of relationships and understanding differing perspectives/feelings.

Why work for Lymphoma Action?

- Our values and behaviours mean we have a great working culture that focuses on what we are here to do but also on being creative, supportive and having the right environment to be effective.
- We are an established and successful national charity that has supported our staff to work effectively, flexibly and safely during COVID-19, whilst focusing also on their wellbeing.
- We have the infrastructure and processes to enable effective remote working and will provide you with the means to work from home.
- We offer a generous Employee Benefits package, which includes a comprehensive Employee Assistance Programme, leave enhancements above statutory requirements and a Life Assurance scheme.
- In addition to eight UK public holidays, you will receive 25 days' annual leave, rising by one day for each year's service up to a maximum of 30 days (for full-time staff; pro rata for part-time staff).
- You will be auto-enrolled in the Charity's workplace pension scheme (unless you choose to opt out). Lymphoma Action will contribute a sum equal to 5% of your salary per annum and you are required to make a 3% minimum employee contribution in addition to the employer contribution. You may also make further or additional employee contributions .

How to apply for this role

If you are interested in joining Lymphoma Action as our Policy and Public Affairs Advisor, please read the Job Description thoroughly, including the selection criteria listed in the Person Specification above.

- To apply, please submit your **CV and a Covering Letter**, which needs to evidence how you have gained the skills and experience we are looking for, as per the selection criteria.
- We actively welcome applications that will help increase the diversity of our workforce, including from those with disabilities, from minority groups and from different backgrounds. Please complete an **Equality and Diversity Monitoring Form**, which will not be seen by the Panel.
- Please email your CV, Covering Letter and Diversity Monitoring Form to  jobs@lymphoma-action.org.uk in Word format, not pdf

The recruitment timetable

Closing date for applications: Thursday 14 April 2022

Interviews to be held: w/c 25 April 2022
(via Microsoft Teams video-conference)

If you have any queries about the application process or about the role, please contact **Non Kinchin-Smith, HR Officer**  jobs@lymphoma-action.org.uk

What is lymphoma?

Lymphoma is a cancer of the lymphatic system, which is part of the immune system. It is the fifth most common cancer in the UK with more than 19,500 people diagnosed every year, including diagnoses of chronic lymphocytic leukaemia (CLL) (which is a form of lymphoma, despite its name).

While the majority of people diagnosed with lymphoma will be over the age of 55, lymphoma is also the most prevalent cancer among teenagers and young adults aged under 30. Approximately 125,000 people are living with lymphoma and CLL in the UK.

Lymphoma is classed as a blood cancer and as such, people with lymphoma, were classified as 'extremely vulnerable' to COVID-19 at the outset of the Coronavirus pandemic. Our role throughout the pandemic has been to support people as much as possible, providing them with emotional support, high quality information on COVID-19 and practical support to reduce anxiety and concern.

For our recent achievements, please read our 2020 annual report and accounts on our website.

Our services and activities can be broadly grouped as follows:

- **Information and publishing** – including high-quality information leaflets and publications (including *Lymphoma Matters* magazine), supplemented by a programme of webinars, podcasts and videos.
- **Lymphoma TrialsLink** – an online clinical trials database and information service.
- **Helpline** – open five days a week and providing much-needed emotional support. We receive circa 2,000 enquiries a year via telephone, email and live chat service on our website.
- **Peer support** – we operate a network of (now) online support meetings and topic specific meetings across the UK. We also run a closed Facebook group with over 2,500 members.
- **Buddy Service** – we have a team of trained buddies whom we link with people who need additional support or who want to speak with someone who has shared similar experiences.
- **Live Your Life** – our award-winning survivorship and education programme, which we are currently running in digital format.
- **Events** – traditionally we run national and regional events for people affected by lymphoma although these are also being run digitally during the pandemic.
- **Healthcare education and training** – we run online training events and conferences for, and provide information to, healthcare practitioners working in the field of lymphoma. This includes GPs, nurses, specialist trainees and consultants.
- **Website** – www.lymphoma-action.org.uk offering a range of information and support with over 2 million visitors a year.

To find out more about Lymphoma Action and our work, please visit our website:

 www.lymphoma-action.org.uk/about-us

How we work

The Charity's work and strategic objectives are overseen by the Board of Trustees, which meets four times a year, with the day-to-day operation of the organisation led by **Ropinder Gill, Chief Executive**, and a Senior Management Team comprising:

- **Dallas Pounds, Director of Services**
- **Jim Howson, Director of Finance**
- **Karen Rabjohn, Director of Fundraising and Communications**

An Operational Managers Group also works across the organisation, to support the implementation of strategy, development of operational plans and internal communications. The group is made up of representatives from publications, volunteering and regional development, communications, education and support services and fundraising.

Financially, we are dependent on our fundraising work, with the vast majority of our funding coming from individual donors and some grant-making trusts and organisations. Whereas our income pre-pandemic was circa £1.8m, we successfully raised circa £1.7m in 2020 and, with a windfall legacy, raised over £3m in 2021.

To find out more about what Lymphoma Action does,
please have a look at our website:

www.lymphoma-action.org.uk/about-us

For our recent achievements, please read our
2020 annual report and accounts
and **2020 impact report**.

Thank you for your interest in this role.

Lymphoma Action is a charity registered in England and Wales (1068395) Scotland (SC04850).

Registered address: 3 Cromwell Court, New Street, Aylesbury, Bucks HP20 2PB.

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