

Lymphoma
action 

#TeamLymphoma

Policy and Public Affairs Advisor

Recruitment Pack
June 2023

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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 39 staff and over 250 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.

These are just some of the partners that we work collaboratively with to effect change:



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

- ✔ Ensure that people understand lymphoma.
- 👤 Enable people affected by lymphoma to feel supported by others who understand what they are going through.
- 🤝 Empower people affected by lymphoma and their healthcare professionals to communicate with confidence.
- 📣 Be a voice for people affected by lymphoma to influence the decisions that affect them.
- 💬 Increase the impact of our work by making best use of our resources.

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 per week (substantial part-time considered, i.e. 28 hours plus)
Salary:	Circa £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
- Health Information Officer, 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 Chief Executive to plan and deliver our policy and public affairs strategy.
- Manage our Medical Advisory Panel and gather intel to build our knowledge of lymphoma-related developments and identify priorities or opportunities to influence.
- Develop credible position statements and associated materials including consultation responses, letters and messaging.

- Work closely with the Communications Team to craft and co-ordinate external messaging on policy related work including news stories, press releases, social media content and magazine articles.
- Monitor the treatment landscape and support the development and submission of Health Technology Appraisals relating to lymphoma.
- Improve our use and understanding of lymphoma-related data and information to develop our policy propositions.
- Manage our Insights Panel and represent the patient voice to 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, sector stakeholders and Pharmaceutical companies who have an interest in lymphoma and/or have a lymphoma treatment pipeline.
- 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.
- Provide policy and public affairs updates for both internal and external use, with effective insights to keep colleagues informed of this area of work.

General

- Keep up-to-date with developments and learning in the field of lymphoma and cancer-related information and support.
- Participate in staff training, organisation/team meetings and external events, such as conferences, as required.
- Comply with the Charity's policies and procedures.
- Promote equality of opportunity and anti-discriminatory practices.
- 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 the role.

The successful candidate will not necessarily have a high level of experience/competency in all areas; Lymphoma Action is committed to supporting the professional development of employees and your application is encouraged.

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 staff work to an agreed set of shared values. Here are some examples of how your behaviours will model these values.

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 us 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 and feelings.



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.

Why work for Lymphoma Action?



- We are an established and successful national charity with a great working culture, focusing on what we are here to do but also on being creative, supportive and having the right environment to be effective.
- We embrace the benefits of hybrid working, providing the infrastructure and processes to enable you to work from home and from the office.
- Annual leave of 33 days including 8 bank holidays, rising by 1 day for each complete year of service up to a maximum of 38 days (pro-rata for part-time staff).
- A generous workplace pension scheme where Lymphoma Action will contribute 5% of your salary each year, alongside your 3% minimum employee contribution.
- A Life Assurance scheme (death in service benefit) that pays a lump sum of twice your salary.
- An Employee Assistance Programme, offering face-to-face, online or telephone counselling to support your mental health and wellbeing.
- Colleagues fully trained in Mental Health First Aid, providing a safe and confidential listening ear for support, information and signposting.
- Enhanced pay over and above the statutory minimum for maternity, paternity, adoption and sick leave.
- Free eye tests and glasses contribution, and flu jab for all staff who are ineligible for a free one on the NHS.
- Additional discretionary annual leave between Christmas and New Year.
- Free on-site parking at our offices in Aylesbury.
- Induction training and ongoing learning and development to help you deliver your role.



It is rewarding to have a positive impact on the lives of those affected by lymphoma.

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 Supporting Statement**, which needs to evidence how you have gained the skills and experience we are looking for, as per the **selection criteria**. Applicants will be shortlisted against how their Supporting Statement meets the criteria in the Person Specification.
- 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.
- If you have any queries about the role or the application process, please contact Julie Kanchanlall, Corporate Services Officer, on  jobs@lymphoma-action.org.uk
- Please email your CV and Supporting Statement to  jobs@lymphoma-action.org.uk in Word format, not pdf.

We reserve the right to review applications and schedule interviews on an on-going basis, so early applications are encouraged.

The recruitment timetable

Closing date for applications:
10am, Friday 14 July 2023

Interviews to be held:
Friday 21 and Monday 24 July 2023
via Microsoft Teams

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 20,100 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.

For our recent achievements please read our 2022 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 almost 2,000 enquiries a year via telephone, email and live chat service on our website.
- **Peer support** – we operate a network of online support meetings across the UK supplemented by topic specific meetings and meetings for specific groups such as for young people. We also run a closed Facebook group with over 3,500 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 is run in both digital and in-person formats.
- **Events** – a mixture of national and regional, in-person and digital events.
- **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**
- **Deborah Laing, 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, communications, education and support services and fundraising.

Financially, we are dependent on our fundraising work. Whereas our income pre-pandemic was circa £1.8m, we raised over £3m in 2021 (due to a windfall legacy) and over £2m in 2022.

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
2022 annual report and accounts.

Thank you for your interest in this role.

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

Registered address: Unit 3, Bell Business Park, Smeaton Close, Aylesbury, Bucks HP19 8JR.

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