

**We've ambitions to change so much, to improve support for endometriosis – are you the Campaigns and Policy Support Officer we need to help us?**

Thank you for your interest in the role of Campaigns and Policy Support Officer at Endometriosis UK.

Endometriosis impacts the physical and mental health of 10% of women and those assigned female at birth, from puberty to menopause - although the impact may be felt for life. Yet it's a disease most people have never heard of, do not understand and currently has no cure. It costs the UK economy around £8.2 billion every year in healthcare costs, loss of work and treatments and yet it isn't recognised by most employers. As the UK's leading charity for all those affected by endometriosis, we're determined to change this and ensure that everyone gets prompt diagnosis and the best treatment and support.

We've big ambitions in our new strategy that will be launched in 2025, focused on better supporting those with endometriosis, driving down diagnosis times, campaigning for improved treatments and access to services, raising awareness, and leveraging more money into research. We place people with endometriosis at the heart of all we do. If we get our work right, we really can make a difference to the 1.5 million with endometriosis in the UK – and all those diagnosed in the future.

Endometriosis UK is looking for a highly motivated Campaigns and Policy Support Officer to join our team and help shape and deliver campaigns that aim to make a real difference to the 1 in 10 women and those assigned female at birth living with endometriosis in the UK. You will have an excellent understanding of the UK political system and how to influence it and have strong administration and research skills to support the Campaigns and Communications team to deliver our work.

This is an exciting opportunity to help drive Endometriosis UK's work forward and play a key role in raising awareness of endometriosis and driving change for those affected by the disease. We look forward to receiving your application.

Best wishes,

A handwritten signature in black ink, appearing to read "Faye", with a stylized flourish at the end.

Faye Farthing  
Head of Communications and Campaigns

## **JOB DESCRIPTION**

Job title:	Campaigns and Policy Support Officer
Reporting to:	Policy and Public Affairs Manager
Working hours:	Full time / 37.5 hrs a week
Location:	Endometriosis UK's office at London Bridge, with hybrid option (3 days per week in our office including Tuesday and Friday and 2 days per week from home subject to business need).
Contract:	Permanent
Annual salary:	£28,000 - £30,000 (including London weighting) dependent on experience
Closing date:	Monday 28 <sup>th</sup> April 2025, 9am.
Interview Date:	Tuesday 6 <sup>th</sup> May and Wednesday 7 <sup>th</sup> May 2025

## **ABOUT US:**

Endometriosis UK is the leading UK charity supporting those living with endometriosis. Formed in 1981, we offer information and support to all affected by endometriosis, for example through our website and information leaflets, and via our local support groups, Helpline and online forum. As well as directly supporting those with the disease, we work to raise awareness of endometriosis amongst healthcare professionals, the public and the media; lobby for improved treatment and management; and support research.

The Communications and Campaigns team works to improve awareness of endometriosis and drive change for those affected by the disease. Our current campaigns and calls on Governments include getting menstrual wellbeing taught in schools across the UK, decreasing diagnosis and gynaecology waiting times, improving rights in the workplace and improving access to treatment.

## **ABOUT THE ROLE:**

At Endometriosis UK, we are passionate about driving political change for the 1 in 10 women and those assigned female at birth living with endometriosis in the UK. This role will play an instrumental role in supporting the campaigns and policy function within the wider Communications Team.

This will be a busy, varied and important role working closely with the Policy and Public Affairs Manager and Head of Campaigns and Communications to provide administration and wider support for the charity's growing policy and campaigns function. This will include contributing to the production of government consultation responses, writing letters to politicians, producing background briefings ahead of parliamentary meetings and taking responsibility for political monitoring and informing the team of any engagement opportunities. A key part of the role will also be providing administration support for the policy function of the charity and the Head of Communications and Campaigns, including administrative support for the All-Party-Parliamentary Group on Endometriosis which Endometriosis UK provides secretariat support for. Tasks will include writing minutes, helping produce briefing papers, and booking events and meeting rooms.

You will also be the first point of call for our campaign supporters, and will be aiding our supporters to take campaign actions through the drafting and creation of e-actions using Engaging Networks.

This is an exciting opportunity to help build our campaigning work and work towards the goals of our new 2025 organisational strategy.

#### **ABOUT YOU:**

We are looking for a highly motivated, organised and driven individual who is passionate about driving change for those with endometriosis. You will have some experience of supporting campaigns and policy work and will exercise sound political judgement, and have a strong understanding of the UK political and health landscape.

We are looking for someone with excellent administrative and IT skills, including either experience of or willingness to learn how to use content management systems and lobbying software Engaging Networks.

You will also be a strong communicator and will be able to craft strong campaign messages for a variety of audiences including politicians and supporters.

#### **ROLE**

Your key responsibilities will include:

- Managing administrative tasks as required, including minute taking, booking meeting rooms and events, managing calendars and scheduling meetings, and handling incoming calls and emails.
- Being the first point of contact for our campaigns and policy inbox, helping coordinate responses and ensuring enquiries are responded to in a timely manner.
- Provide support to organise parliamentary events in Westminster and the devolved administrations where required, including during Endometriosis Action month.
- Ongoing monitoring of policy and political developments across the UK including key debates, parliamentary questions, and select committee activities.
- Proactively identifying opportunities for parliamentary influencing and bringing ideas forward to the team.
- Identify opportunities to influence external policy to better support and represent the needs of those with endometriosis across all 4 nations.
- Provide coordination and administrative support for our work with government groups, for example APPGs and devolved equivalents. This will include being the first point of contact on email groups, booking meetings and events, providing briefings, writing minutes and liaising with stakeholders.
- Setting up and drafting campaigns content for e-actions using Engaging Networks.
- Providing support as required for the drafting of policy papers and consultations, including analysing and conducting research.
- Contributing to our policy work through supporting the production of government consultation responses, writing letters to politicians, and producing background briefings ahead of parliamentary meetings.
- Work with the Policy Manager and Head of Campaigns and Communications to develop key policy and campaign messages for public campaigns.
- Support the smooth running of the Campaigns and Communications Team, including through providing administrative support as required for the Policy Manager and Head of Campaigns and Communications.

- Support the CEO and colleagues to ensure the smooth running of the charity. We are a small, busy charity, and all staff help with the general running of the organisation in addition to their specific role activities.

**Person specification:****Essential:**

1. Excellent attention to detail and administrative skills.
2. Experience of work in a policy, public affairs or campaigning setting.
3. Ability and experience of grasping and communicating policy issues.
4. Strong writing and proof-reading skills; with great attention to detail.
5. Proven communications skills, with excellent written and verbal presentation skills.
6. Enthusiastic and proactive self-starter with proven ability to work proactively and with initiative, as well as working well in a team.
7. Commitment and demonstrable interest in women's health and endometriosis.
8. Excellent IT skills, including in Microsoft Office and experience of using databases.
9. Understanding and commitment to equal opportunities, diversity and inclusion.
10. Ability to be able to work flexibly including some weekends and evenings.
11. Undertaking any other duties commensurate with the general level of responsibility of the post.
12. Excellent time management and ability to manage workload between different projects.
13. Have the right to work in the UK and be based in the UK.

**Desirable:**

1. Experience of working with volunteers
2. Knowledge of health policy, NHS structures and health care delivery systems.
3. Experience of using an e-lobbying tool such as Engaging Networks

This is a full-time, office-based role. There is an option to work two days a week from home dependent on business need.

**How to apply**

The closing date for applications is 9 am on Monday 28<sup>th</sup> April and interviews will take place in person at our office in London Bridge on Tuesday 6<sup>th</sup> and Wednesday 7<sup>th</sup> May. To apply, please send your CV and a maximum 2-page cover letter outlining how you meet the person spec and why you are interested in this post to: [assistant@endometriosis-uk.org](mailto:assistant@endometriosis-uk.org)

Please note that for capacity reasons, we are only able to get back to successful candidates on the status of their application.

Best of luck with your application.