

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

Thank you for your interest in the role of Policy and Campaigns Manager at Endometriosis UK. Endometriosis impacts on 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 and do not understand. It costs the UK economy over £8 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 high-quality treatment and support.

We've big ambitions in new our strategy, focused on driving down diagnosis times, supporting those with endometriosis to live well, 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, and with an average time to get a diagnosis of over 9 years, the cause of the disease unknown and no cure, there is so much more they need and want. 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.

In this role, you will play a key role in developing and delivering policy solutions that aim to improve the lives of those affected by endometriosis and menstrual health conditions, in line with Endometriosis UK's organisational strategy.

Your key responsibilities will include developing Endometriosis UK's policy positions on key issues covering health, education and employment and being responsible for the production and delivery of various policy assets including consultation responses, briefings, reports and policy position papers.

You'll be experienced in working with various stakeholders including patients, healthcare practitioners and parliamentarians and will be able to turn policy recommendations into effective campaigns that aim to make a real difference.

We work across all 4 nations of the UK, and you will be experienced in working across both Whitehall and devolved administrations. You will be pro-active in seeking out opportunities for influencing Governments across the UK and understand how to influence the external environment to create opportunities for change.

We have worked hard to increase our activities and grow our organisation so we can do more, and now have a team of 27 staff, and over 200 trained volunteers who do a fantastic job providing support and so much more. Despite being small we've achieved a lot, but there is so much more we want to do. We need to find the right person to take on the challenge and help build policy and campaigns that make a real difference – we believe we've real potential to build on our successes to do much more for the endometriosis community, and you'll be key to helping us make that a reality.

This is an exciting opportunity to help drive forward Endometriosis UK's strategy and boost our impact for the benefit of everyone affected by endometriosis. I hope you'll consider joining us so we can, together, do even more.

Best wishes

A handwritten signature in black ink, appearing to read "Faye".

Faye Farthing, Head of Communications and Campaigns

JOB DESCRIPTION

Job title:	Policy and Campaigns Manager
Reporting to:	Head of Campaigns and Communications
Working hours:	Full time / 37.5 hrs a week. May consider 4 days /30 hrs a week for the right candidate.
Location:	Endometriosis UK's office at London Bridge, with hybrid option. May consider home based working for the right candidate.
Contract:	Permanent
Annual salary:	£38,000-£42,000 pro rata depending on experience, including London weighting for office based role £35,000-£39,000 for a non-office based role Please note, for London Office based roles, there is an option to work two days a week from home, dependent on business need.

Closing date for applications: Tuesday 7th April, 9am

Interview Date: First interviews will be held at our offices in London Bridge on Monday 13th, Tuesday 14th and Wednesday 15th April.

About us:

Endometriosis UK is the leading UK charity supporting those living with endometriosis. Formed in 1981, we offer information and support, for example through our website, information leaflets and webinars, and via our local support groups, Helplines and online forum. As well as directly supporting those with endometriosis, we work to raise awareness of endometriosis amongst healthcare professionals, the public and the media; lobby for improved diagnosis, treatment and management; and support research. We have a big job to do and ambitious plans.

About you:

We are looking for an experienced Policy and Campaigns Manager to manage our policy and campaigning work. You will have a strong understanding of the UK political system and how to influence it, and will be confident in drafting reports, consultation responses and working with and disseminating data. You will have worked on health policy before, and will have strong knowledge of how to influence health policy at local and national level.

You must be pro-active in your approach to monitoring the external environment and seeking out opportunities for Endometriosis UK to have the most influence. You'll be able to work in a small team and understand how we can make the most impact with our limited capacity.

You will be passionate about menstrual health and ensuring patient voices are at the heart of all we deliver, and will be able to turn policy asks into strong campaigns.

About the role:

This is a pivotal role in our Campaigns and Communications Team, reporting to the Head of Campaigns and Communications. You will be managing the drafting of evidenced-based policy positions (for example analysing research, data and lived experience insight) and work with the Head of Campaigns and Communications to ensure these are translated into effective campaigning activity that drives real change.

You will oversee the integration of policy and campaigns activity, working closely with the Campaigns and Policy Officer, and enabling the Chief Executive and Senior Leadership Team to engage with parliamentary and high-level stakeholder engagement.

This role offers a great opportunity for an experienced Policy and Campaigns Manager to shape how Endometriosis UK uses evidence, policy and campaigning together to improve diagnosis times, access to treatment, and support for those affected by menstrual health conditions across the UK.

Key responsibilities:

Policy:

- Manage the production and delivery of policy assets including consultation responses, reports, briefings and data analysis.
- Lead on the production of surveys and reports for Endometriosis UK, including the drafting of reports. You'll need solid data analysis and written communication skills to deliver this.
- Lead on evidence gathering, surveys and data analysis (from a variety of sources)
- Lead on determining how policy analysis, research and data are translated into campaign strategy, including identifying priority campaign objectives, audiences and influencers, and ensuring campaigning effort is focused where it can have its greatest impact.
- Proactively identify and review new research and policies in relation to relevant policy areas to help create a compelling case for change and investment from governments and other relevant bodies such as NICE.
- Lead on the charity's responses to government consultations and other relevant public consultations, policy developments and announcements. This will often include working with a variety of stakeholders including patients with lived experience, medical practitioners and employers. You will be able to present and summarise data and policy positions for a variety of audiences.
- Preparing policy briefings, responses and reports for senior staff and external audiences and will be used to communicating complex policy issues to a variety of audiences
- Awareness of developments in research and supporting our engagement with the research community
- You will support with ensuring the smooth running of the All-Party-Parliamentary Group on Endometriosis, which Endometriosis UK currently provides Secretariat for, and other Parliamentary Groups we may be involved with.
- Step in when required to represent Endometriosis UK at events and meetings across the UK

Campaigns

- Work closely with stakeholders from both medical and patient communities to develop campaigns that influence change
- Keep up to date with campaigning techniques, ensuring Endometriosis UK's campaigns are up to date and in line with best practice
- You will build compelling cases for change to drive national and local policy changes across the UK, and empower political and non-political stakeholders to engage in our campaigns to drive our policy goals
- You will ensure the voices of those affected by endometriosis are at the heart of all of our policy and campaigns work
- Support the creation of engaging networks campaigns and step in to create campaigns when required

Essential:

1. Experience of developing and delivering evidence-based policy papers and positions that deliver real impact and change
2. Demonstrable experience of developing and writing effective government consultation responses and policy reports
3. Experience in analysing research, and ability to craft campaign and policy messaging based on data
4. In depth working knowledge of the political landscape across all 4 nations in the UK
5. High level understanding of parliamentary processes and influencing levers and demonstrable experience of securing political change
6. Knowledge of how the health and care system works locally, regionally and nationally in all 4 UK nations, and experience of how to influence these
7. Strong written and verbal communication skills with the ability to communicate policy to a variety of stakeholders including lay audiences
8. Understanding and demonstrable commitment to equal opportunities, diversity and inclusion
9. Understanding of living with endometriosis or a demonstrable interest in women's health and empathy with our mission
10. Enthusiastic and proactive self-starter with proven ability to work proactively and with initiative
11. Good IT skills, including competence in Microsoft Office, survey monkey, and e-lobbying platforms such as engaging networks
12. Can work flexibly, including some evenings and weekends, and to travel and stay overnight where necessary.
13. Undertaking any other duties commensurate with the general level of responsibility of the post
14. The legal right to work in the UK, with no restrictions on your eligibility to indefinitely work or reside in the UK

How to apply

The closing date for applications is on Tuesday 7th April at 9am. First Interviews will take place at our office in London Bridge on Monday 13th, Tuesday 14th and Wednesday 15th April.

To apply, please send the following to assistant@endometriosis-uk.org:

- CV –maximum 2 sides of A4
- Cover letter outlining how you meet the person specification and why you are interested in this post - maximum 2 sides of A4

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.