

## Job Description

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<b>Job title:</b>	Devolved Nations Policy & Public Affairs Officer
<b>Directorate:</b>	Communications and Engagement
<b>Reporting to:</b>	Policy & Public Affairs Manager
<b>Direct Reports:</b>	None
<b>Salary:</b>	£29,835 to £33,120
<b>Hours:</b>	37.5 hours per week
<b>Location:</b>	Resuscitation Council UK, 60-62 Margaret Street, London W1W 8TF <b>(hybrid)</b>
<b>Contract Type:</b>	Permanent

## Main purpose of the role

Resuscitation Council UK's (RCUK) Communications and Engagement department delivers creative communications and authentic engagement activities that support the organisation's [Vision to 2030](#). Our audiences include health and social care professionals, members of the public, charities, professional bodies and associations, UK policy makers and campaigns groups.

This year, RCUK launched its flagship policy report in parliament: '[Every second counts: Tackling inequalities in resuscitation](#)'. The report proposes policy recommendations to create a CPR-trained society and close the current inequalities gap. By taking legislative action, we believe CPR can become a mechanism to reduce social inequalities, not another measure of them. As Policy & Public Affairs Officer, you will drive the organisation's engagement and policy work, securing key policy recommendations from the 'Every Second Counts' report in Scotland, Wales, and Northern Ireland.

This is a key strategic liaison role that will work closely with the Policy and Public Affairs Manager and support the Director of Communications & Engagement to enable delivery of the commitments in the organisation's nations and regions strategy. Specifically, this role will have lead accountability for the organisation's stakeholder engagement programme in Scotland, Northern Ireland and Wales influencing policy debate. Contributing to building internal capacity on devolved and regional issues and building key relationships vital to our campaigning activity.

You will play an integral role in managing internal and external relationships with a variety of important individuals and organisations, such as MPs, Local Authorities NGOs, and peers from our resus community. Collaborate with colleagues across the organisation to develop and deliver a strategic programme of engagement across Scotland, Wales, and Northern Ireland.

## Duties and responsibilities

- Influence policy and legislation to ensure everyone across the devolved nations has the skills to save a life.
- Develop, deliver, and evaluate strategies for specific areas of policy and stakeholder engagement work, including influencing decision-makers, building and strengthening support among key regional and national stakeholders in the devolved nations.
- Lead on a number of policy and stakeholder events and activities, which could include in-depth research and writing of policy analyses.
- Write Parliamentary questions; briefings for parliamentary debates; briefings for individual MPs and internal briefings as and when needed.
- Manage Policy & Public Affairs customer relationship management systems, regularly reporting on external engagement processes.
- Rally MPs / and or Peers to support any amendments to Bills.
- Collaborate with colleagues to identify and prepare proactive and reactive policy communications.
- Develop and oversee the effective monitoring of parliamentary activity in the devolved nations.
- Build new relationships and strengthen existing relationships with spads, think tanks, offices of Parliamentarians, All Party Parliamentary Groups.
- Draft high-quality policy-related paperwork, such as relevant public/private consultation and inquiry responses, parliamentary briefs, media responses and official correspondence.
- Coordinate the building and maintaining of policy stakeholder relationships, including with partner organisations and other stakeholders; working to ensure that the voices of a broad intersection of communities are heard in the work we do.
- Support the organisation's equity, diversity, and inclusion work, displaying a genuine commitment to understanding issues faced by the diversity of communities we support.

## PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

**E= Essential and D = Desirable**

<b>KNOWLEDGE AND QUALIFICATIONS</b>	
Working in a communications, policy and stakeholder engagement position or similar field	E
Good understanding of devolved nations policy making processes and political landscape	E
Proven track record in devolved nations public policy	D
<b>EXPERIENCE</b>	
Internal and external communications / relationship building	E
Conducting research analysis, summarising findings clearly to a range of audiences	E
Drafting briefings, reports, and policy submissions	E
Experience of organising parliamentary or stakeholder events	E
Collaborating with a wider communications department	D
Good understanding of data privacy and General Data Protection Regulation (or GDPR)	D
<b>GENERAL SKILLS AND ATTRIBUTES</b>	
Excellent oral and written communication skills	E
Take complex information and distil into short briefings	E
Convey information accurately and promptly to internal and external customers	E
Excellent time management skills with the ability to prioritise workloads, deal with conflicting demands and meet tight deadlines	E
Flexible and adaptable; a good team player who is able to work in a small team	E
A proactive approach, with the ability to work autonomously	E
Commitment to, and promotion of RCUK's vision and values	E
Commitment to the principles of EDI and adherence to RCUK's policies and procedures	E
Take an active role in own CPD	E

This job description sets out the duties of the post at the time when it was drawn up and will be reviewed from time to time. Duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.