Job Description

Job Title: Policy & Campaigns Advisor (maternity cover)

Reports to: Policy and Research Manager

Contract: Fixed Term Contract (FTC) to cover maternity leave to mid-June 2027.

Hours of work: 35 hours/week Hybrid working 2 days in the office

Location: RSPH operates an agile working policy with some attendance at our London office according to business need.

Salary: £28,000 to £30,000 (pro rata)

Role summary

You will work as part of a proactive and energetic policy and public affairs team which focuses on addressing the new challenges in improving public health in the UK. This involves supporting the delivery of the Royal Society for Public Health's (RSPH) Policy and Public Affairs Strategy to develop policy positions, generate evidence, insights and produce high-quality policy and campaigns outputs to influence change. You will lead on key areas, alongside supporting policy projects across the team and organisation. You will also help to develop policy, research and public affairs approaches.

Key Responsibilities:

Evidence and analysis:

- Research, evaluate and interpret policy issues, which deliver on the policy and public affairs strategy of the RSPH, using insights and evidence from a variety of external sources.
- Develop and maintain a body of expertise in topics relating to the RSPH policy strategy, to monitor and review external developments, propose responses and identify opportunities for policy development.

Producing policy outputs and outcomes:

- Alongside the Policy and Research Manager, develop and deliver a portfolio of policy projects and influencing work.
- Produce policy and influencing outputs for RSPH including writing reports, briefings, social media, articles, blogs and presentations.
- Support the publication, launch and dissemination of relevant outputs across the policy team, and work with colleagues to ensure relevant and timely communication of policy positions to support policy and influencing objectives.
- Balance a range of projects and activities, including organising events and meetings, consultation responses, undertaking background research as necessary.
- Coordinate proactive and reactive media responses – working with the team to develop stories and managing relationships with the press and broadcast media.

Stakeholder engagement:

- Working with the Policy and Public Affairs Officer, maintain a database of public affairs and policy contacts.

- Contribute to the development of links, networks and collaborations with appropriate organisations and stakeholders, forging new relationships and maximising established ones.
- Act as a representative of the RSPH at meetings with stakeholders and other key audiences.
- Work collaboratively across the RSPH, to ensure a joined-up approach and provide knowledge and advice on policy issues.

Key Skills and Experience

Essential:

- At least 1 years' experience developing policy positions and influencing national/local policy and practice change.
- Excellent understanding of the policy development process with proven experience in leading on a policy project from beginning to end.
- Strong analytical skills, including using evidence and insights to build policy positions.
- Excellent communication and influencing skills with the ability to build strong working relationships.
- Strong written and oral presentation skills with the ability to tailor content to audience needs and communicate complex messaging concisely and clearly.
- Demonstrate a strong understanding of public affairs and how to influence key opinion leaders and other key players.
- Excellent organisation skills and proven ability to work under pressure, managing several deadlines at the same time.
- Ability to work within a team and independently as required by the role and situation.
- Understanding of Equality, Diversity and Inclusion and commitment to this.
- Excellent IT skills.

Desirable:

- A professional or graduate qualification in a relevant field (health, social science, public policy), or previous experience of working in a relevant field or organisation.
- Working knowledge of a relevant policy area (not restricted to public health).
- Passionate about reducing health inequalities and an understanding of the wider factors that impact them.
- Understanding of differing political, policy and health systems across each of the four UK nations.