

Senior Government Affairs Officer - Job Description

This is a fantastic opportunity for someone with a passion for political campaigning to join a small and dynamic charity and make a real impact to our vital work.

Amongst other responsibilities the successful candidate will lead a diverse programme of campaigning. You will be responsible for formulating strong responses across a variety of policy areas to ensure the voice of people living with and affected by RA and JIA is heard. You will also be responsible for representing the charity at meetings across the UK, including the devolved nations, with high profile policy makers including civil servants, NHS figures and key opinion leaders.

Candidates will show a good understanding of the policy environment and political processes of the UK. Ideally candidates will have excellent interpersonal skills as well as a keen eye for detail and the ability to manage multiple projects simultaneously.

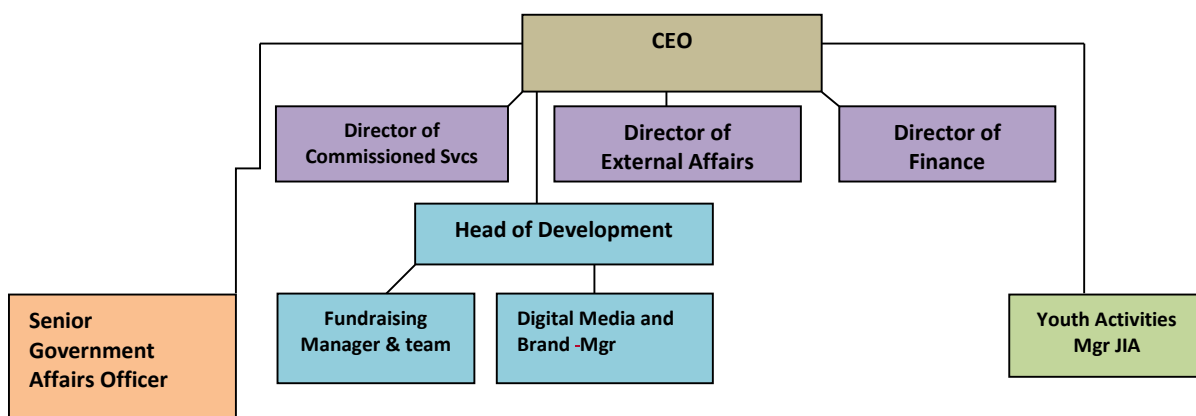
Job Title:	Senior Government Affairs Officer
Salary:	Competitive depending on experience
Hours:	35 hours per week (9.30-5.30)
Location:	4 The Switchback, Gardner Road, Maidenhead, Berks SL6 7RJ
Reporting to:	The CEO
Direct Reports:	An intern (to be appointed)

Main Purpose of Job

- Maintaining a sustainable level of campaigning activity to raise political awareness of the needs of those with Rheumatoid Arthritis and Juvenile Idiopathic Arthritis working from the excellent reputation built and base of campaigning activities delivered to date
- Establishing the necessary lobbying programmes to meet the GA objectives as agreed with the CEO and Senior Management Team annually and regularly reviewed
- Organising one on one meetings with MPs, ministers, civil servants, key opinion leaders, and key NHS figures to ensure that RA and JIA are prioritised amongst long term conditions
- Developing the themes outlined in the NRAS manifesto document
- Identifying areas of policy where we can make an impact, in particular working with our Ambassadors within our Scottish and Welsh Campaign Networks. Devolved nation work will involve spending some time in each of the devolved areas

- Monitoring the political environment and disseminating relevant information to the CEO and department heads within NRAS (including JIA Services Manager and the Scottish and Welsh Campaign Networks)
- Drafting parliamentary questions and FOI requests that support our Scottish and Welsh Campaign Networks
- Drafting briefing papers for the CEO on relevant aspects of health, social care and disabilities policies as necessary for her speaking engagements
- Representing the charity at external stakeholder meetings when required
- Work closely with the Senior Management Team to ensure synergy between all departments of the charity in relation to the GA activity
- Contributing to, and participating in, projects facilitated by industry and to work with PR and public affairs agencies representing pharmaceutical partners in regard to RA and JIA
- Providing regular progress reports on the GA activity in the NRAS monthly report, Annual Review and highlight anything of relevance in regular parliamentary monitoring reports
- Ensuring the GA database and filing systems are maintained
- Reviewing and revising the campaigns area of the website on a regular basis
- Communicating with supporters through our regular e-bulletins to update them on anything relating to GA
- Participating in NRAS team events (training and project)
- Undertaking any other work relating to GA requested by the CEO or SMT

Position in Organisation (this is only part of the organisational structure)



The post holder will report to the CEO but work with Department Heads and external stakeholders, and policy makers

Scope of Job

The role will be to review the charity's GA lobbying and NHS policy objectives and strategies in conjunction with the CEO and the SMT and develop a sustainable GA presence and range of activities to meet the needs of the charity going forward

Decision Making Authority

Financial/budgeting – setting the GA budget in collaboration with the CEO and managing this throughout the year

Qualifications and Skills

Criteria	Essential	Desirable
Qualifications	Degree or equivalent level of education	
Experience	<ul style="list-style-type: none">• Proven successful political/public affairs experience	<ul style="list-style-type: none">• Previous work within the third sector• Previous role as Policy Officer or Government Affairs Officer
Knowledge	<ul style="list-style-type: none">• A keen interest in campaigning and a basic understanding and awareness of parliamentary processes across England, Scotland, Wales and Northern Ireland	<ul style="list-style-type: none">• Knowledge of the workings of the NHS• Knowledge of health policy• Understanding of Rheumatoid Arthritis/Juvenile Idiopathic Arthritis and their treatment
Skills and abilities	<ul style="list-style-type: none">• Good written and oral communication skills with the ability to write and communicate effectively with a wide range of audiences• Good organisational and administrative skills• Good knowledge of Microsoft Word, Excel and Powerpoint• Good attention to detail• A 'can do' positive attitude• Proactive• Team Player• Problem solver and creative• Flexible and enthusiastic• Able to remain calm under pressure• Able to work on own initiative without supervision	<ul style="list-style-type: none">• Strategic thinker• Ability to present to large groups of people

Personal circumstances and attributes	<ul style="list-style-type: none"> • Willingness to travel and work out of hours and stay away overnight as required • Ability to get to Maidenhead offices • Willingness to be trained 	Living within the Berkshire area
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Other Duties

- Travel throughout the UK (and some out of UK travel), involving some overnight stays
- Out of hours working, including occasional weekends
- Attendance and participation in team meetings

Representing NRAS

Represent NRAS in a senior capacity to external stakeholders, funders and partners promoting it as a respected, trusted and ambitious charity resulting in partnerships, successful funding and effective collaborative working.

NRAS expects all employees to respect the unique contribution of every individual and operates an equal opportunity and diversity policy.

All employees must work responsibly within the health and safety policy of the organisation and ensure they are observing this at all times.

Application process

If you are interested in applying for this role please email a CV and covering letter outlining your suitability for the role to Ailsa Bosworth at ailsa@nras.org.uk by 9am on Friday 5th June 2015.