

Job description

Job title:	Policy Officer (Access to Care)
Team:	Policy, Campaigns and Public Affairs
Location:	Hybrid working – Between office location and home
Hours of work:	37.5 hours
Contract:	Permanent, full time
Benefits include:	33 days (plus eight bank holidays) 8% employer pension contribution (Aviva) or access to continue NHS Pension Enhanced maternity, paternity, adoption, and shared parental pay Free health cashback plan Free employee assistance programme Learning and development commitment to staff Health and wellbeing commitment to staff
Reporting to:	Policy and Public Affairs Manager

Background

Today, dementia is the leading cause of death in the UK. By 2025, more than one million people in the UK will be living with this often devastating condition. Millions of us will know someone living with dementia. Many will be directly affected it – as the incredibly difficult role of carer often falls to friends and family members.

Dementia UK is a values driven charity, providing specialist dementia support and advice for families through our Admiral Nurse service. Our nurses help people living with dementia stay independent for longer and support the people caring for them so that they will have the strength to cope with the bad days, and the energy to enjoy the good days.

We value our people so it's important for us to create a working environment that looks after our workforce, enabling everyone to achieve their full potential. You will become part of a diverse and dedicated team, working in an environment where you can collaborate, be respected and thrive.

Purpose of job

The postholder will play a key role as part of the policy, campaigns and public affairs team to deliver our long-term policy and influencing strategy, and wider Dementia UK activities in line with Dementia UK's strategy.

The Policy Officer (Access to Care) will provide expert policy research and analysis, to drive forward Dementia UK's influencing strategy, acting as a lead for the

organisation on areas of public policy that affect people living with dementia, their carers and loved ones with a specific focus on tackling inequalities and ensuring people from all communities and backgrounds can access care without exception.

Key accountabilities and responsibilities

1. To secure improvements to legislation, public policies and statutory services on behalf of people living with dementia, their families and carers with a focus on improving inclusive and equitable access to care for people without exception.
2. To monitor and analyse relevant policy developments in central, devolved and local government affecting people living with dementia, their families and carers and identify opportunities to act.
3. To develop expertise and lead on policy work related to tackling inequalities in access to care
4. To work closely with colleagues across the Policy, Campaigns, and Public Affairs team to develop Dementia UK's campaigning and influencing activity
5. To build external relationships to strengthen policy calls and our chances of securing policy change, including developing close working relationships with key policy staff in relevant government departments.
6. To represent the interests of Dementia UK at relevant events and on external committees and working groups as appropriate.
7. To research thoroughly, analyse and formulate policy positions on policy issues that impact on under-served communities living with dementia, their families and carers.
8. To work closely with the Insights and Evaluation team and the Research team, and the wider Clinical Directorate to carry out, commission and interpret qualitative and quantitative research.
9. To produce detailed public policy documents, reports, briefings and consultation responses on behalf of Dementia UK.
10. To ensure that there are meaningful opportunities for people living with dementia, their families and carers to play a role in policy development.
11. To work closely with colleagues from across Dementia UK on public policy. Including advising the Marketing and Communications team when communicating internally and externally on relevant issues.
12. Represent Dementia UK as a spokesperson in the media or at events if necessary.

General

- a) Actively promote the core values of Dementia UK whilst working towards achieving the strategic objectives of the charity.
- b) Have a strong working knowledge of Dementia UK's vision, mission and impact.
- c) To undertake all duties in line with the Dementia UK's policies, procedures and regulations ensuring that the work undertaken actively promotes equality, diversity and non-discrimination.

- d) Undertake any other duties related to the job purpose and which may be necessary, as required.

This job description is not exhaustive and is subject to change in accordance with business need.

Person specification

Essential Qualifications, knowledge, skills, and experience		
Criteria	Application	Interview
BSc/BA or relevant vocational experience	X	
Experience of public policy and campaigns work, including formulating proactive and responsive evidence-based policy positions	X	
Experience in qualitative and quantitative research	X	X
Effective communication skills	X	X

Desirable Qualifications, knowledge, skills, and experience		
Criteria	Application	Interview
Understanding of dementia and its effect on families	X	X
Experience of successfully building and managing stakeholder relationships with elected officials, policy and decision makers and academics	X	X
Effective project management skills		X
Knowledge of national, devolved, local political and parliamentary structures and processes		X

Personal attributes		
Criteria	Application	Interview
Demonstrable commitment to equality, diversity and inclusion	X	X
Ability to work in collaboration, negotiating and influencing with stakeholders and building relationships	X	X
Keen eye for detail and accuracy		X
Excellent self-management and ability to prioritise a high workload and multiple complex issues and tasks in a changing environment with tight deadline	X	X

Ability and willingness to travel independently on behalf of the Charity, including occasional overnight stays as required	X	
Willing and able to work non-social hours on occasion (including occasional weekend and evening hours)	X	

Our values

Compassion
Collaboration
Integrity
Ambition