

Directorate

Support and influencing

Team

Policy, evidence and influencing

Reporting manager

Head of public affairs and campaigns

Direct reports

Public affairs officer

Our charity

We're Breast Cancer Now, the research and support charity. We're the place to turn to for anything and everything to do with breast cancer. However you're experiencing breast cancer, we're here.

The brightest minds in breast cancer research are here. Making life-saving research happen in labs across the UK and Ireland. Support services, trustworthy breast cancer information and specialist nurses are here. Ready to support you, whenever you need it. Dedicated campaigners are here. Fighting for the best possible treatment, services and care, for anyone affected by breast cancer.

Why? Because we believe that by 2050, everyone diagnosed with breast cancer will live – and be supported to live well. But to create that future, we need to act now.

Overview of the directorate

The support and influencing directorate is responsible for delivering Breast Cancer Now's work to ensure everyone with or at risk of breast cancer gets the best possible care and treatment and is supported to live well.

We provide trusted information, connection and support to people affected by breast cancer across the UK. We work with healthcare professionals and healthcare teams to support them to provide the best possible care. And we are a powerful advocate, standing alongside people affected by breast cancer in calling for change.

This role is in the policy, evidence and influencing team.

Job purpose

To manage the public affairs work of the team for the UK parliament and England, to improve the outcomes and experience of people affected by breast cancer.

Key tasks and duties

Management

- Contribute to the overall management of the policy, evidence and influencing team

fostering a collaborative environment and culture of improvement across the team

- Directly manage the public affairs officer ensuring that they have appropriate objectives and are supported and developed to achieve them
- Provide input to operational plans and budgets on public affairs activity
- Monitor and report on progress on the public affairs strategy and plans
- Deputise for the head of public affairs and campaigns when necessary

Public affairs

- Develop and deliver a public affairs strategy to raise awareness of Breast Cancer Now and its work, and influence on policy priorities
- Design and deliver plans for public affairs activities and events to raise awareness of Breast Cancer Now and its work, and influence on policy priorities
- Work with colleagues across the organisation to deliver public affairs activities and events and ensure they are integrated with the work of the organisation
- Develop and maintain relationships and engagement with parliamentarians and other public affairs stakeholders
- Provide the secretariat for the All-Party Parliamentary Group on Breast Cancer to promote awareness of and action on breast cancer issues in parliament
- Provide briefings, speeches, parliamentary questions and other materials to enable parliamentarians to promote awareness of and action on breast cancer issues
- Provide support to colleagues across the organisation meeting parliamentarians and other policy makers, or attending events, by providing briefings, speeches and other materials
- Ensure contact with parliamentarians and other public affairs stakeholders is logged onto the relevant database
- Provide advice and information on public affairs and the political environment across the team and charity
- Engage with and represent the charity on external public affairs groups and events
- Manage relationships with external monitoring agencies to ensure comprehensive monitoring and analysis of the political and health environment, ensuring key developments and events are communicated internally
- Develop and maintain knowledge of breast cancer, policy priorities and the external political environment

General

- Adhere to all Breast Cancer Now's policies and procedures
- Any other duties within the scope and remit of the role, as agreed with your manager

Person specification

Qualifications and experience

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Working in public affairs roles, delivering significant change	X	X
Developing and delivering influencing strategies and plans	X	X
Building strong relationships with parliamentarians, decision makers and other external stakeholders	X	
Producing written briefings and other public affairs materials	X	X
Working effectively across teams to deliver impactful public affairs and influencing activities and events	X	X
Experience of effective line management	X	
Previous public affairs role or relevant experience	X	

It's **desirable** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Working in or within the charity sector	X	

Skills and attributes

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Excellent verbal and written communications skills, including the ability to translate complex information into accessible language	X	X
Ability to work with a range of people including senior colleagues, external stakeholders, and people with lived experience	X	X
Excellent organisational skills	X	X

Ability to manage projects and work to tight deadlines	X	X
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Knowledge

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Knowledge and understanding of the UK political system and parliamentary processes	X	
Good understanding of the Charity Commission guidance on campaigning and the Lobbying Act	X	

It's **desirable** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Knowledge of how the NHS and health system works in England	X	

Role information

Key internal working relationships

You'll work closely with the following:

- Colleagues across the policy evidence and influencing team
- Other teams in the support and influencing directorate including the nursing, healthcare professional engagement and health information team
- Teams in the engagement directorate including the media and PR team, the brand, marketing and communications team, the digital team, and the philanthropy and partnerships team

Key external working relationships

You'll work closely with the following:

- People affected by breast cancer
- MPs, government officials and other external stakeholders
- Healthcare professionals
- Other charities, patient groups and coalitions

General information

Role location and our hybrid working model	<p>This role is based in our London office. However, our hybrid working model allows you to work up to 3 days per week at home. The other days will be primarily based in:</p> <p>6th Floor, The White Chapel Building, 10 Whitechapel High Street, London E1 8QS (open Monday to Friday)</p>
Induction	<p>It's important you have a positive induction experience and therefore, you'll be asked to consider coming into the office more frequently during your initial period of employment. This will enable you to get to know your manager and team colleagues quicker. This also allows you induction process to be meaningful and comprehensive, allowing for support to be provided more readily. Thereafter you will be able to follow the hybrid working model as described above.</p>
Hours of work	<p>35 per week, Monday to Friday</p>
Contract type	<p>Permanent</p>

Medical research	We fund medical research of which some may involve the use of animals. Our aim is to save lives and our research using animals is only when there's no alternatives.
Conflict of interests	You'll be obliged to devote your full attention and ability to your paid duties. You shouldn't engage or participate in any other business opportunity, occupation or role (paid or non-paid) within or outside of your contracted hours of work which could impair your ability to act in the best interests or prejudice the interests of the charity or the work undertaken.
Immigration, Asylum and Nationality Act 2006	You shouldn't have any restrictions on your eligibility to indefinitely work or reside in the UK.
Our commitment to equity, diversity and inclusion	We're committed to promoting equity, valuing diversity and creating an inclusive environment – for everyone who works for us, works with us, supports us and who we support.

How to apply guidance

We hope you choose to apply for this role. In support of your application, you'll be asked to submit your **anonymised** CV which means removing all sensitive personal information such as your name, address, gender, religion and sexual orientation. You're also asked to provide a supporting statement. When doing so please ensure you refer to the essential criteria on the person specification and clearly provide as much information as possible with examples to demonstrate how and where you meet the criteria.

Job description dated February 2026

Find out more about us at
breastcancer.org

**BREAST
CANCER
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support charity