

JOB DESCRIPTION	
Post Title	Policy & Advocacy Manager
Accountable to	Head of Research and Policy
Contract Type	Full Time
Salary	£32,000
Location	Home / Cardiomyopathy UK office, Amersham, Bucks

Job summary

The post holder will be responsible for leading the charity's patient advocacy project; "change makers" , and work with the Head of Research and Policy, CEO and others to develop the charity's national policy and strategy to improve the diagnosis, care and treatment of people with cardiomyopathy and myocarditis.

Main areas of activity

Project & Volunteer Management

- Recruit appropriate volunteers to support delivery of the change maker project.
- Provide appropriate training to volunteers ensuring that they have the core skills required and knowledge of the charity's policy objectives.
- Provide ongoing support and management to project volunteers
- Work with the Head of Research and Policy to develop local relationships with key clinicians, NHS providers, commissioners and other stakeholders.
- Ensure that the charity's change maker project is able to meet its core objectives on time and within budget.

Policy Development

- Work with the Head of Research and Policy to facilitate policy setting meetings covering four UK nations.
- Gather evidence from volunteers, clinicians, service users and other key stakeholders to provide evidence base for policy discussions.
- Work with the Head of Research and Policy, CEO, and Trustee team to develop best practice models and set National and regional policy positions.
- Remain up-to-date with developments in NHS service provision across all four UK nations.

Reporting, Analysis & Communication

- Provide regular progress reports to the Head of Research and Policy and project steering group.
- Produce an annual project up-date report to funders and other stakeholders.

Health and safety

- In addition to any responsibilities specified within the job description above, it is the post-holder's duty to take reasonable care of the health and safety of themselves and of the other people who may be affected by actions and omissions at work and to co-operate with the employer to ensure all statutory and other requirements are complied with.

This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the charity.

Person Specification

Attributes	Essential	Desirable
Education		<ul style="list-style-type: none"> • Further qualification in a relevant Field • Degree level education
Skills, Knowledge and Competencies	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Detailed knowledge of NHS structures, service provision and commissioning. • Detailed knowledge of patient participation opportunities and principles. • Experience of building networks within healthcare community. 	<ul style="list-style-type: none"> • Experience in the third sector. • Experience of working as part of a small team and remotely. • Experience of working with volunteers. • Experience of working in cardiology / with cardiologist , cardiac nurses and other healthcare professionals
Personal Qualities	<ul style="list-style-type: none"> • Ability to work flexibly, as part of a team • Confidence and ability to deal with people at all levels with tact and diplomacy • Self-motivated and ability to work on own initiative • Ability to plan and organise workload and multi-task • Ability to work under pressure and to strict deadlines across a range of activities • Flexibility to attend meetings or work outside normal working hours when necessary 	