Alzheimer's Society

Public Affairs Officer

Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

Our values

Our values tell everyone who we are as an organisation.

Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.

Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Public Affairs Officer

Position in the organisation

Reports to Public Affairs Manager.
Member of our Policy and Influencing team.
Part of our Research and Influencing directorate.

Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialists and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

This role is key to Alzheimer's Society's ambitions to drive major, and positive, change at a national level across England, Northern Ireland and Wales at an exciting time in dementia policy.

The Public Affairs Officer will play an important part in ensuring what the Society thinks about the big issues affecting people affected by dementia is acted upon by national decision makers. That means evidence-based, collaborative, engaging and innovative political and health system influencing will be at the core of everything this person does in role. They will deliver public affairs activity primarily in one nation, and will also be part of a fluid and flexible team operating across boundaries too. This means working across the entire Public Affairs Team, but also collaborating incredibly closely with the Local Systems Influencing and Policy Teams to ensure our influencing work is highly integrated locally and nationally, driven by clear policy asks and underpinned by the most robust evidence.

The Public Affairs Officer will be a motivated and ambitious person, naturally collaborative, curious, and challenging of the status quo. They will work with Public Affairs Managers and the Head of Public Affairs to help develop and implement a public affairs strategy. The postholder will support work around identifying the action needed to affect change in dementia at national levels across Wales, as well as Northern Ireland and England. The role involves elements of planning, budgeting, monitoring progress and performance, and working with others to gather evidence, insight, and data to underpin our Public Affairs work.

Key to the success of this role is a strong understanding of the health system and political process in Wales, along with an ability to mobilise evidence, analysis, opinion and insight to inspire national politicians and decisionmakers to take action.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.

Key accountabilities and responsibilities

- Understand the Society's overall mission, as well as directorate strategies and how our Public Affairs plan plays a part in these.
- Support the execution of a high quality, innovative and successful political and health system engagement strategy.
- Monitor and report on parliamentary activity in relation to dementia.
- Deliver activity which pushes dementia up the Senedd and Welsh government agenda and regularly evaluate the impact of that work to ensure we are driving meaningful change.

- Put the experience and insight of people with and affected by dementia at the heart of all our political, parliamentary and health system engagement.
- Build strong relationships with team members and other colleagues across geographical and team boundaries to support our influencing work being truly three nations in its approach, and so that policy and influencing all function as one impactful unit. This includes being involved operationally in multiple locations where necessary on specific projects.
- Work closely with colleagues in other teams to inform content for social media and our website, ensuring it is aligned to the key messages we need to land with the stakeholders of the Policy and Influencing team.
- Provide advice for staff and volunteers across the organisation on how to engage and influence politicians and other decisionmakers with a national remit.
- Adhere to, and champion compliance with, all relevant legislation related to public affairs activity.
- Where appropriate, line manage a Public Affairs Assistant.
- Deputise for Public Affairs Managers as required.
- Undertake any other reasonable duties which may arise from time to time, and which are commensurate with the general level of the post.
- Ability and willingness to travel independently on behalf of the Society, including occasional overnight stays as required.

We are looking for someone who can...

- Adhere to all the Society's service standards, policies, and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Comply with relevant legislation and guidance related to lobbying.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Welsh language is not essential for this role, but we welcome applications from Welsh language speakers

Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
Excellent knowledge of the political and health system, Senedd structures and ways of influencing national decisionmakers.	A/I
A proven ability to be proactive in engaging national politicians or other decisionmakers and acting as the first point of contact for their teams.	A/I

Skilled in political (or similar) stakeholder management at a national level and responsible for oversight of political (or similar) monitoring.	A/I
Experience of providing oversight and support for a range of public affairs (or similar) events such as Senedd receptions, breakfast meetings, roundtables, party conference activity and face-to-face meetings.	A/I
Proven ability to work across multiple UK nations in a complex influencing environment.	A/I
Able to operate and thrive in a fast-paced, multi-dimensional environment.	A/I
Able to build delivery plans which can drive impact and then evaluate success afterwards to show how meaningful change has been achieved.	A/I
Comfortable and confident dealing with external and internal stakeholders.	A/I
Able to influence across geographical and organisational boundaries.	A/I
Commitment to involving people with lived experience of dementia/ service users in your work.	A/I
Experience of translating and delivering evidence-based policy positions into impactful influencing strategies.	A/I
Good written and verbal communicator with experience of producing accessible, high-quality content to engage our key stakeholders.	A/I
Strong understanding of the external political environment.	A/I
Strong analytical and presentational skills.	A/I
Able to translate highly complex data and developments into accessible and insightful commentary or recommendations.	A/I
Comfortable with change and working with ambiguity.	A/I

Competencies & personal attributes	Application (A) or interview (I)
Proactive and self-starting.	A/I
Curious and constantly questioning the status quo.	A/I
Celebrates progress and impact, not activity.	A/I
Eager and able to work at pace in a complex environment.	A/I

Deeply committed to personal and team development.	A/I
Independently minded and a critical thinker.	A/I
Understanding of the inclusion agenda and its relevance within a diverse society.	A/I
Flexible, creative, and committed to continuous improvement.	A/I
Hard-working, high energy and dynamic, able to adapt to situations, people and challenges.	A/I
Tolerant and welcoming of differences of perspectives and opinion.	A/I
Pragmatic individual who is ambitious for themselves and others.	A/I

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Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave