

Policy & Public Affairs Officer Job:

Our Policy & Public Affairs Officer is Tenovus Cancer Care's on the ground presence and an effective relationship builder when it comes to Welsh Senedd lobbying, policy influencing and representing our cause. The job's all about making sure we play a pivotal role in informing and shaping policies in Wales. We're the change-maker who responds to Welsh government consultations and champions the needs and awareness raising of the issues people affected by cancer in Wales face.

Salary: £29,000

Working Hours: flexible 35 hours per week

This means outside of our core Monday-Friday 11am-3pm hours you can suit work around your lifestyle and personal commitments. We operate our work flexibly between 7am – 9pm so you can do things like the school runs or fit in wellness activities and hobbies.

Job Location: Home & Head Office based

With no weekly Head Office working requirements we'd expect our Policy & Public Affairs Officer to commute & office work in Cardiff as and when required for the role. As our Head Office is Cardiff City centre based and we do a lot of work in and around the Senedd area you'll be available to work regionally.

Apply by: 5th February

Interview: 12th February at the Tenovus Cancer Care Head Office

If you're keen to be our Policy & Public Affairs Officer apply please email people@tenovuscancercare.org.uk your CV & a Covering Letter to demonstrate how your skills or experience match the job role essentials and your motivation behind your application. You can find the full Job Description & Person Specification at our [Work for us page](#) to find out the skills or experience level we're looking for.

We're looking for skills to show us you've:

- You're a change-maker when it comes to influencing and shaping how matters affect people
- You've strong research and report writing skills with the ability to sort the complex information making it relevant to stakeholders
- You're a skilled influencer, persuader and negotiator having networked in these sort of circles among key decision makers and capable in this arena
- You've played a role in shaping public policy already and been directly involved in government consultation response work
- Your ability to produce concise and clear briefings and presentations coupled with how you deliver key information to a range of groups makes you an effective communicator
- You're adaptable, show initiative, seek out solutions and work well with people

In return you'll be part of a people orientated culture, support a worthwhile cause and have Staff Benefits such as:

- A generous 35 days annual leave including public holidays that increases with length of service (pro rata'd for part time staff)
- Your birthday off work once you've been here for 12 months.
- Opportunity to buy up to 10 days of additional annual leave per year
- Occupational sick pay after completion of probationary period
- Contributory pension scheme
- A tailored induction and support programme to help you succeed and excel
- An Employee Assistance Programme (EAP) offering access to 24/7 confidential advice and support

- The opportunity to participate in staff volunteer activities to support the wider organisation
- The opportunity to learn from, grow with, support and develop people who volunteer with US

We're recruiting!

Reporting into our Policy & Public Affairs Manager this is a career-building opportunity within Wales leading cancer charity. Join us and lead the way in influencing, lobbying and campaigning for our priorities to help those affected by cancer in Wales.

A leading force in shaping Welsh cancer policy we're committed to tackling cancer inequalities. We're prioritising the less survivable cancers in Wales, especially lung, stomach and oesophageal cancer - informing reports, producing briefings and directing campaigns. We've also helped to change the way in which the Senedd's Health and Social Care Committee engages with people affected by cancer as we've recently informed and influenced the gynaecological cancers inquiry.

We continue to have a lot to do when it comes to changing cancer policy and delivering our strategic aims, and we look forward to you contributing to this rewarding work. So, if this is your arena, you've got the right skills, experience and passion to make change for people affected by cancer in Wales we'd love to have you on board as part of a team that cares about the work we do.

What we're looking for

The Policy & Public Affairs Officer networks, negotiates, influences and has a partnership approach in how change is made. You may already have good links in the Senedd with decision makers and great research skills paired with the ability to present what you find in a persuasive and impactful way.

We offer a comprehensive induction and probation process; don't worry if you don't have an in-depth working knowledge of the NHS or cancer policy, you will be fully supported to excel in the role. We need your confidence, imagination and influencing expertise.

We're looking for someone with a clear commitment to our vision, you can manage multiple work projects, keep on top of the admin and work well across teams representing our values in how you go about your work.

Types of jobs you may have done could be: Policy Officer, Public Affairs Officer, Research Assistant, Policy & Public Affairs Assistant, Policy & Public Affairs Advisor, Political Researcher, Political Support Staff, Political Staffer

About us

More people than ever are living with cancer in Wales, with around 20,000 people diagnosed every year.

We give help, hope, and a voice to everyone affected by cancer. We understand how cancer can impact every aspect of life and how it affects families and friends too. Our wide range of services offer information, advice, and specialist support to people living with cancer, and their loved ones.

Together with our inspiring community of staff, volunteers, and supporters, we're determined to be here for everyone affected today, tomorrow, and beyond.

Recruitment Process

Please email your CV and covering letter to people@tenovuscancercare.org.uk. They should demonstrate how your skills or experience match the job role essentials and your motivation behind your application. The closing date for your application to be submitted is the 5th February 2025.

You can also visit our [Work for us](#) pages that give you more information and a copy of the job description and person specification or access it below:

<https://www.tenovuscancercare.org.uk/media/yzwphxz0/job-description-policy-officer.pdf>

Please submit your application as soon as possible as we reserve the right change the closing date.

At Tenovus Cancer Care we're committed to making our workplace diverse and inclusive where everyone feels they belong and can be their authentic selves at work. We're proud to be an equal opportunities employer who does not discriminate based on the Equality Act 2010's Protected Characteristics. All qualified applicants will receive equal consideration for employment and we will adjust our recruitment processes where we can to support people who wish to join us.

If we can support you with your application at all please contact us at people@tenovuscancercare.org.uk

If you are looking for your next career opportunity, we'd love to hear from you.

