

**Policy and Public Affairs Manager**

Can you help us with promoting public and national awareness of kidney disease in the UK, to benefit all kidney patients?

The National Kidney Federation (NKF) is a unique and independent UK charitable organisation that is run by kidney patients for kidney patients. We are looking for an exceptional policy professional and self-starter to join as Policy and Public Affairs Manager to help shape and deliver an exciting programme of work.

Working closely with the Chief Executive and others in the NKF, the successful candidate will advance ways for the NKF to play a critical role in tackling renal disease challenges. With significant experience in policy, this role will suit someone with entrepreneurial skills, interested in shaping the role of the NKF in policy and public life, and in enhancing the NKF’s work with regards to patient support and campaigning.

**About the role**

As a senior appointment, we want you to raise the scale, effectiveness and profile of our policy and public affairs work.

You will be able to build on current policy activities, draw on the knowledge and expertise of our team, trustees and other professionals, and work in partnership, where appropriate, with our 50 Kidney Patient Association members.

You will have the opportunity to shape the programme of work, together with the CE, senior staff and trustees, and will lead its implementation.

You will bring a track record of experience and proven effectiveness in policy and public affairs and a well-developed network in public policy. You will relish the opportunity to combine both strategic planning and hands on delivery as part of a small, friendly, collaborative organisation. It is an organisation committed to promoting the understanding of kidney disease in policy, business, and public life.

It’s an exciting time to join the NKF, an ambitious five year strategy was published in 2021. The NKF has a strong and growing reputation and profile, supportive members, trustees and a competent staff team.

This is the first time the NKF has had a policy and public affairs role. We are looking for somebody who can get stuck into doing the work and have sufficient experience to think and act strategically and independently, without the need to lead large teams of people.

It’s a job in which you can make a difference and leave a lasting legacy, for the NKF and for kidney patients.

**Key areas of responsibility**

To lead the NKF’s policy and public affairs activities, working with and reporting to the Chief Executive and also working closely with the Head of Marketing and Fundraising, and Communications and Marketing Officer. The post draws on shared administrative and communications support in the NKF; it does not currently lead a team of staff. The post is also part of the NKF’s senior management team.

**Responsibilities**

• Build and foster strategic relations between the NKF and members of the policy-making community at the highest levels, to strengthen our influence in the NHS, government and parliament, working with the CE and other senior members of staff.

• Lead in the following areas of the NKF’s activity:

* Maintain a tactical oversight of current political issues, policy contexts and consultations relevant to kidney disease in the UK.
* Policy analysis and the development of evidence-led policy positions on agreed matters of relevance and importance to kidney disease, public policy, and the NKF.
* Pro-active preparation of position papers, briefings and statements and their use in advocacy and to inform policy thinking at early stages.
* The preparation of written submissions and responses to Whitehall and devolved governments and parliaments and other related consultative bodies.
* The oversight/preparation of reports to raise awareness of strategic and pressing issues in relation to kidney disease.
* Plan and implement advocacy, policy campaigns, and knowledge exchange activities to achieve the desired impact of the NKF’s policy work with identified audiences, working with the senior staff.
* Liaison, networking, and relationship development with policy leads in other key organisations working with kidney disease, including NHS and other renal organisations.

• Plan the development and desired outcomes of the NKF’s policy and public affairs work in line with the NKF’s strategic objectives.

• Propose, implement, and evaluate agreed annual work plans.

• Work collaboratively and flexibly with all NKF staff members as one of the senior management team, and support fundraising, marketing and communication for policy-related projects.

• Work collaboratively with working groups, and others with a range of perspectives, and facilitating consensus.

**Experience, skills, and qualities**

**Essential**

• Substantial experience of achievement in a policy setting – in a policy team.

• Able to communicate persuasively and articulately in speech and in writing to policymakers and social scientists at the most senior levels, as well as to an informed general public.

• A well proven ability to influence and collaborate, forming effective relationships and partnerships with internal and external stakeholders including the NHS, to deliver great outcomes.

• Experience of playing a leading role in a successful charity/business.

• A strong commitment to prevention and treatment of kidney disease in society, economy, and wellbeing.

• Thoughtful and active self-starter, able to plan and justify a programme of work, initiate policy contributions and contribute new ideas; and to see agreed plans through to timely completion.

• Able to analyse information critically, identify gaps, develop lines of thought, and present evidence to advance arguments.

• An understanding of working in a small team and a willingness to roll up your sleeves and make a difference.

• An appreciation of the value of difference, diversity and inclusion, ensuring fairness and opportunity for all.

• Adept at completing, willing to work against tight deadlines when the need arises.

• Entrepreneurial and innovative, tempered by a sound sense of realism.

• Educated to degree level or above, preferably in a social science discipline.

• Experience of cross-UK working on policy issues in multiple jurisdictions of the UK.

• Understanding of working in a charity for public benefit and with political impartiality.

• Willingness to engage using and supporting the NKF’s social media channels and writing effective press releases.

The NKF has raised its profile within the renal community. The Head of Policy and Public Affairs will add to this by taking our policy work to the next level. We invite you to join us and make this happen!

**Terms**

This is a full or part time, permanent position, subject to successful completion of a six month probationary period.

The Policy and Public Affairs Manager will be comfortable working largely from home but live within reach of NKF headquarters in Nottinghamshire, to attend the office when required. Also attend meetings and NKF events in person across the UK.

The position is salaried (FTE) at £35,000 to £40,000, according to experience.

Full time hours are predominantly 8.30am to 5.00pm Monday to Thursday and 9.30am to 12.30pm on a Friday, however these hours may alter from time to time to suit the needs of the job role and charity business.

The NKF offers generous leave entitlements of 25 days per annum rising to 30 days plus bank holidays. The charity also shuts down between Christmas and New Year. Up to 8% employer contribution to a pension scheme and three times salary death in service life insurance.

Enquiries: Please direct any enquiries about the role to Andrea Brown, Chief Executive, NKF - andrea@kidney.org.uk

How to apply: Please send a CV and covering letter, evidencing how you meet the requirements of the post to Donna Blizard, Office Manager - donna@kidney.org.uk

Successful shortlisted candidates will be contacted and Interviews will be held as soon as possible.