



**Policy & Engagement  
Officer**  
Information for Applicants



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# Welcome from our CEO

Dear Applicant,

Thank you for your interest in the post of **Policy & Engagement Officer**.

I believe that in order to make the difference that we do, it is essential to recruit a team of high performing, dedicated staff. In this application pack you can find out more about what it takes to become a key part of the NICHS team.

As a voluntary sector organisation, one of the most important investments we make is in our people.

By embracing the world recognised Investors in People Standard, we have made a commitment to strive towards the very best in people management excellence and to make NICHS a great place to work. We have recently been awarded Investors in People GOLD accreditation. Only 17% of organisations achieve Gold and this accreditation demonstrates the incredible passion and dedication to our work that all of our staff share across the organisation.

We will appoint an individual who possess the skills and qualities that match our values. These values articulate those things that we genuinely believe in, and our Policy & Engagement Officer will be a champion for these, and promote them in every aspect of what they do.

Our values are *Compassionate, Courageous, Considerate and Committed*.

For many, this values-driven culture is a key element of what makes NICHS a *special* place to work. People demonstrate how they experience the values personally and strive to act as role models, applying them on a daily basis in their relationships both with service users and colleagues; treating people with dignity and respect; supporting people to be involved in their communities; taking responsibility for actions; and being honest, open and accountable. In short, achieving our charitable aims to the highest possible standard.

Our collaborative working style has brought together staff from across departments, and built a strong sense of team identity.

We are lucky to have attracted and retained a resilient and talented work force, and have many long serving members of staff, some who have been with us for more than 30 years: clear evidence that NICHS is a special place to work, with a climate of positivity, characterised by optimism, mutual supportiveness and good humour.

We have developed our new 2023 – 2026 strategic plan in conjunction with our staff, service users past and present, supporters and our Governance Board. This Strategic Plan for 2023

– 2026 will be our roadmap and will guide us as we continue to work tirelessly with our partners and stakeholders to achieve our vision of a healthy Northern Ireland free from chest, heart and stroke illnesses and strive in our mission to prevent chest, heart and stroke conditions and support people affected by them.

<https://nichs.org.uk/about-us/who-we-are>

I would like to thank you for your interest in joining the NICHS team.

Yours faithfully,



Declan Cunnane

Chief Executive

# What We Do

We have been leading the fight against chest, heart and stroke illnesses in Northern Ireland since 1946.



We do this by working across four main areas:

We provide expert **care** and support to anyone living with chest, heart and stroke conditions.

We work to **prevent** these illnesses, by helping detect early signs of chest, heart and stroke illness and empowering individuals to make healthy choices.

We fund **research** to advance how we treat, care for and prevent chest, heart and stroke conditions.

We **campaign** for better care, treatments and awareness of chest, heart and stroke conditions.

**As a charity, almost 90%** of our work is funded thanks to public donations.





## Our Culture

Our **Values** are the principles that drive us, the things that are most important to us, our motivation. They reinforce the way we interact with each other, our volunteers, service users and everyone else. They describe why NI Chest Heart & Stroke is unique, and they help to drive the culture of our organisation.

Our people are actively engaged and are very well supported when they need it. Team members are confident and enthusiastic. Trust and mutual respect are high. People care and depend on each other.

Our people are passionate about delivering high-quality services, which make a difference. They play their part in ensuring a welcoming, friendly, inclusive and supportive working environment. There is a sense of optimism about the future. Team spirit is strong.

*“I’m proud to work here ... People are really dedicated”*



# Our Values



## Compassion

We believe that people are at the centre of everything we do. Everyone is equal and should be treated with dignity and respect.

We will be selfless and people centred, showing kindness and concern for everyone we come into contact with.



## Commitment

We believe that people have the right to expect services of the highest quality to meet their needs.

We will be dedicated to the success of our charity and continuously improve.



## Courage

We believe everyone should feel empowered to make decisions about their own lives.

We will be brave and challenge the status quo.



## Considerate

We believe that everyone should be treated as we would expect to be treated ourselves.

We will respect the needs and feelings of other people and try and understand their point of view.



# Our Strategic Priorities

## We Care

<b>Aim</b>	To offer and deliver exceptional Care Services to meet the needs of people who have chest, heart and stroke illnesses and their carers.
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## We Prevent

<b>Aim</b>	To empower people to make healthy lifestyle behaviour changes and reduce their risk of preventable chest, heart and stroke illnesses.
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## We Research

<b>Aim</b>	To find better ways to prevent, treat and care for people affected by chest, heart and stroke illnesses.
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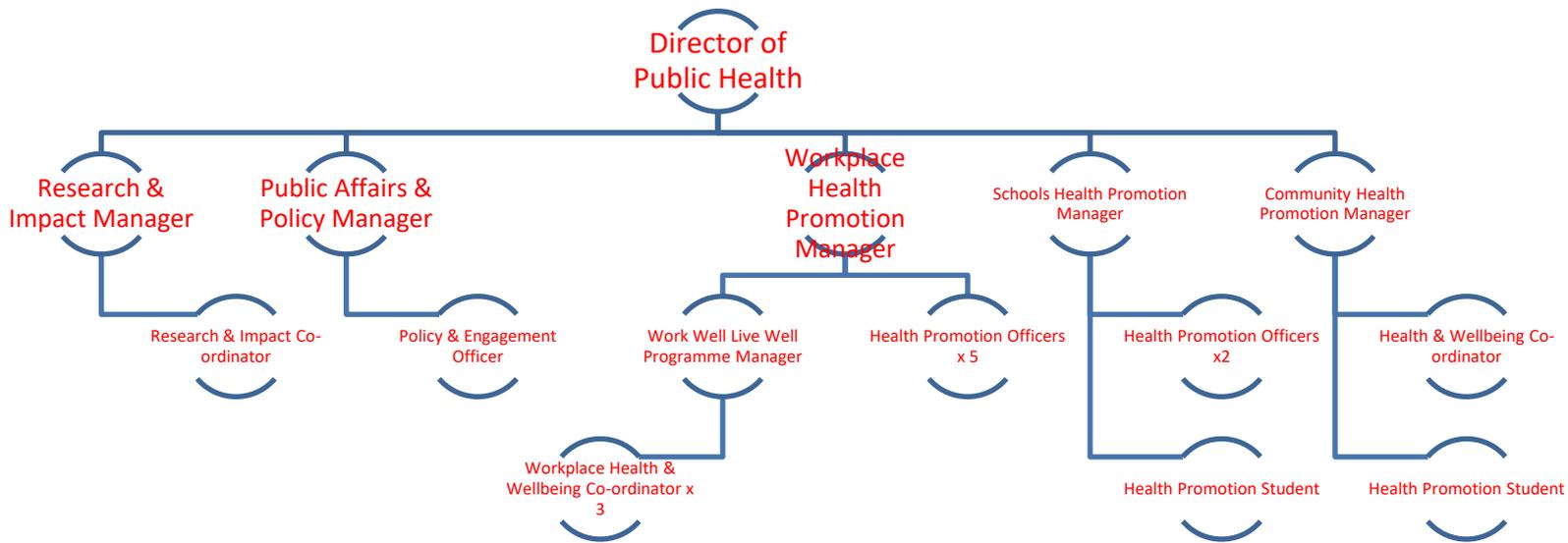
## We Campaign

<b>Aim</b>	To make chest, heart and stroke conditions a priority for decision makers
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## Our People

<b>Aim</b>	To develop a culture where our people are inspired, developed, supported and proud to work for NICHHS
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# The Role

Position: Policy and Engagement Officer

Reports to: Public Affairs and Policy Manager

Hours: 35 hours per week

Location: NICHHS HQ, 21 Dublin Road, Belfast (hybrid working arrangements are available)

Salary: NJC PT 22 £31,364

Contract: Full time, permanent

Probationary period: 6 months

## Job Description

This is an exciting opportunity to join a small public affairs and policy team, which is part of a wider multidisciplinary health directorate dedicated to improving community and population health and reducing inequalities. As Policy and Engagement Officer, you will support the Public Affairs and Policy Manager in developing, implementing, and reviewing our policy and public affairs strategy and action plan that aims to ensure the voices of people living with or at risk of chest, heart and stroke conditions and their families are heard by decision makers. You will work across various issues and influence policy and legislative changes to improve people's health and lives. The successful candidate will be highly motivated, organised, and committed to identifying opportunities and ways to engage the public, clients, and broader stakeholders in our policy work and listen to what matters to them to inform our policy priorities.

The role is responsible for the following duties:

- Monitoring and assessing policies and strategies related to chest, heart, and stroke and the wider health and social system, seeking opportunities.
- Supporting, developing, and coordinating a continuous engagement programme with politicians, the health and social care system, partners, service users, clinicians, the public, and other stakeholders.
- Strengthening the voice of the service user and the public in our policy work.
- Developing evidence based and people informed NICHHS policy positions.
- Monitoring and reporting on the impact of our activities in line with our organisational impact framework
- Organising events and meetings to raise awareness of NICHHS and our policy priorities.

## Key Tasks:

- Support the Public Affairs and Policy manager in developing, implementing, and reviewing our public affairs strategy and action plan, which is aligned with the NICHHS strategic plan.
- Research and produce evidence-based NICHHS policy positions for our priority areas, and regularly review current and new policies to ensure they are up to date.
- Proactively monitor and identify opportunities, consultations, legislation, and policy changes that could negatively or positively impact NICHHS and our community.
- Responsible for updating policy copy for our website and producing social media, PR, and print, working closely with our communications and engagement team.
- Provide colleagues with support, advice, and materials on policy-related matters and produce briefing materials or presentations as needed.
- Produce NICHHS's responses to policy consultations, ensuring that they are informed by the views of colleagues and people affected by CHS illness and their families.
- Establish mechanisms for engaging with the public, patients, service users and clinicians in our policy and campaigning work.
- Network and build relationships with stakeholders across the third, state and private sectors, tracking and logging stakeholder contacts, updating contacts, and creating stakeholder maps for priority areas.
- Develop, maintain and manage an effective stakeholder database.
- Manage projects, organise and plan campaigning and policy events and meetings with meticulous planning, prioritisation, and organisation skills, and produce reports on activities.
- Represent NICHHS at forums, media, policy, and party conferences and events as required, organise our exhibition stands, and provide NICHHS input into these events.
- Produce a policy and public affairs impact card in line with our overall NICHHS impact framework and ensure all activity is logged, monitored and reported on time.
- Produce an annual plan, KPIs and reports when required.
- Contribute and support the work of the wider public health directorate and NICHHS's overall strategy and plans.
- Deputise for the Public Affairs Manager when required or if absent.
- Manage people, budgets and resources when required.
- Always act as an Ambassador for Northern Ireland Chest Heart and Stroke, representing the organisation at external events, activities, and media, if required.
- Maintain effective administrative systems aligned with GDPR and other corporate policies and undertake own administration, including correspondence, event management, and filing.

## Corporate Responsibilities

- To undertake any other duties commensurate with the purpose and remit of the post.
- To work in line with our NICHHS Strategy and Impact Framework.
- To participate in and support other NICHHS and public health directorate activities and priorities, including NICHHS campaigns and media, as required.
- To comply with all NICHHS policies, processes and procedures, ensuring delivery of a professional service that aspires to achieve the most significant impact.
- To contribute and collaborate proactively and positively with all NICHHS teams and staff to align with our values and culture and achieve our strategic plan, mission, and vision.
- To fully engage with our values and culture.
- To promote and practice a commitment to equality, diversity and inclusion.

## Person Specification

Criteria	Essential or Desirable
Hold a relevant degree or qualification	Essential
Proven experience and ability to understand, synthesise, communicate complex policy information, and adapt communications for different audience	Essential
Excellent organisational and planning skills including ability to work on own initiative, prioritise tasks and manage deadlines	Essential
Proven ability in working collaboratively and in partnership with internal and external teams and stakeholders	Essential
Proven experience of project management, and planning and organising projects or events to a high standard	Essential
Excellent oral and written communication and presentation skills	Essential
Knowledge of national, regional, and local government structures and the political context	Essential
High level of computer literacy and use of Microsoft Office packages	Essential
Full UK Driving Licence	Essential
Demonstrable track record of influencing legislation and policy, either nationally, regionally, or locally	Desirable

Experience of working in a policy role within the voluntary/community sector	Desirable
Experience of working with and engaging with people affected by chest, heart or stroke illnesses	Desirable

**It is a condition of employment that the postholder has the ability to, on occasions, work outside of office hours and travel with overnight stays**

**NICHS reserves the right to upgrade one or more desirable criteria to essential should the volume of applications so warrant.**

## SUMMARY OF TERMS AND CONDITIONS

**Annual Leave:** The post-holder will be entitled to 25 days annual leave. This is exclusive of 10 bank and public holidays. The annual leave year runs from 1 April to 31 March.

**Pension:** Organisation's contributory pension scheme (% employee Contribution will be matched by % employer contribution)

**Car Mileage:** The post-holder will be reimbursed for any business mileage under the Car Mileage Scheme.

**Health Scheme:** You will be eligible to join the health scheme provided by the organisation.

**Death in Service:** You will be eligible to join the death in service scheme provided by the organisation.

**References:** All offers of employment are subject to two satisfactory written references

### **All applicants will be required to produce:**

Evidence of relevant academic and professional qualifications

Evidence of relevant vehicle documentation

Successful applicants must evidence their right to work in the UK (under the Asylum and Immigration Act). This will be evidenced in the first instance by a passport or other forms of identification that will be outlined if no passport is available.

***This job description is not intended to be restrictive or definitive.***

***It is important to note that the responsibilities if the post may change to meet the requirements of the evolving services that the charity provides.***

**NICHS is an Equal Opportunities Employer**

# What we do for you - Our reward statement



Regular 121 Meetings      Annual Performance Review

**Competitive Salary**      **Employer Pension Scheme**      Access To Financial Adviser

Comprehensive Induction Training

**Paid Bank And Public Holidays**

Culture Of Recognition      **Job Share**      Additional Celebration Days

Pay Increases Linked To NJC – Cost Of Living      On The Job Learning

**Car Mileage Scheme**      **Toil & Managed Time**

Attendance At External Seminars And Conferences

**Generous Paid Annual Leave**      Enhanced Sick Pay      Part Time Work      **Study Leave**

Enhanced Parental Pay      Learning & Development Opportunities

**Death In Service Plan**      Occupational Health Service

**Bike To Work Scheme**      Strategy Away Days      **Access To Independent Counselling Service 24/7**

Continuing Professional Development      **Hybrid Working**

Marriage Leave      Compassionate & Bereavement Leave

**Long Service Awards**      Investors In People      Silver Accreditation

Family Friendly Leave      **Duvet Half Day/ Sunshine Half Day**      Incremental Increases To Annual Leave

Reasonable Time Off To Attend Appointments

**Access To A Free Health Check**      Domestic Distress Leave      Flexible Working Hours

Staff Health And Wellbeing Days      Staff Empowerment – Involvement In Decisions And Consultations

Staff Celebration Events      Return To Work Interviews

# How to apply

## PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

1. Your application pack contains information about NICHS, the job vacancy and the person required. You should read these carefully.
2. You must complete the application form fully and accurately. If there is insufficient space for your answer, continue on a separate sheet. If typing your application form, the boxes will expand as you type.
3. It is your responsibility to ensure that sufficient information is given on the application form to enable the shortlisting panel to assess your suitability for this post.
4. PLEASE SHOW CLEARLY IN SECTION 4 OF YOUR APPLICATION HOW YOU MEET THE ESSENTIAL AND DESIRABLE CRITERIA OUTLINED IN THE PERSON SPECIFICATION ENCLOSED.

THE SHORTLISTING PANEL WILL REFER TO THIS SECTION **ONLY** WHEN DECIDING WHETHER YOU HAVE PROVIDED SUFFICIENT EVIDENCE TO DEMONSTRATE THAT YOU MEET THE CRITERIA.

Please do not assume that because you have mentioned something in an earlier section of the form, that the panel will accept this as evidence that you meet the criteria. You must clearly describe in Section 4 the example you are relying on to demonstrate your skills and experience. Your application form will not be shortlisted if you do not describe the specific actions **you** took for each example you cite.

5. Mission and Vision of NICHS

Employees of NICHS must support its Mission and Vision



6. Applications, CV's and attached sheets:

- Applications will only be accepted on the official application form (enclosed)

- Attached CV's will not be considered, either in lieu of the application form or in conjunction with it.
  - Attached sheets will only be considered where they are continuation sheets of a section of the application form where insufficient room was available to include all the necessary details.
7. It is the responsibility of the applicant to ensure an email or signed hard copy of the complete forms, together with the completed Equal Opportunities Monitoring Questionnaire, (please put in a separate envelope marked Monitoring Officer) is returned by Monday 30 September.
  8. Application forms received after this time and date will not be accepted.
  9. Under section 8 of the Asylum and Immigration Act 1996, all successful applicants must provide Documentary evidence of their identity for verification and photocopying.

**Completed applications should be returned no later than 12 noon on Monday 30 September 2024.**

to:

Caoimhe Devlin  
Head of HR  
NI Chest Heart and Stroke  
21 Dublin Road  
Belfast  
BT2 7HB

Or [recruitment@nichs.org.uk](mailto:recruitment@nichs.org.uk)