

Job Description

Senior policy support and engagement officer

Reports to: Policy Manager, Mental Health Network

Location: agile working with occasional travel to London or Leeds

Grade: D

Data Prepared: December 2024

About NHS Confederation

The NHS Confederation is the membership organisation that brings together, supports and speaks for the whole healthcare system in England, Wales and Northern Ireland. Within the Confederation, the Mental Health Network acts in the best interests of those who need NHS funded mental health and care services; and those who provide these services. We support some 90 members from across NHS trusts, the independent sector, including eight digital mental health companies, and the voluntary sector, including housing associations.

We represent and influence on their behalf through our policy work, media appearances and external affairs programme. Our forums, webinars, roundtables and our annual conference provide unique opportunities for mental health leaders to connect and share ideas and challenges.

Our regular bulletins and communication help to keep members supported and informed with the latest news, information and guidance that mental health leaders need to know.

About the Role

The Senior Policy and Engagement Officer will provide policy support to Mental Health Network (MHN) policy function and wider MHN team. They will link in with the wider NHS Confederation Strategic Policy Team, and the Mental Health Policy Group. The post holder will keep abreast of relevant policy developments and their implications for MHN members and be able to communicate these effectively both verbally and in written form.

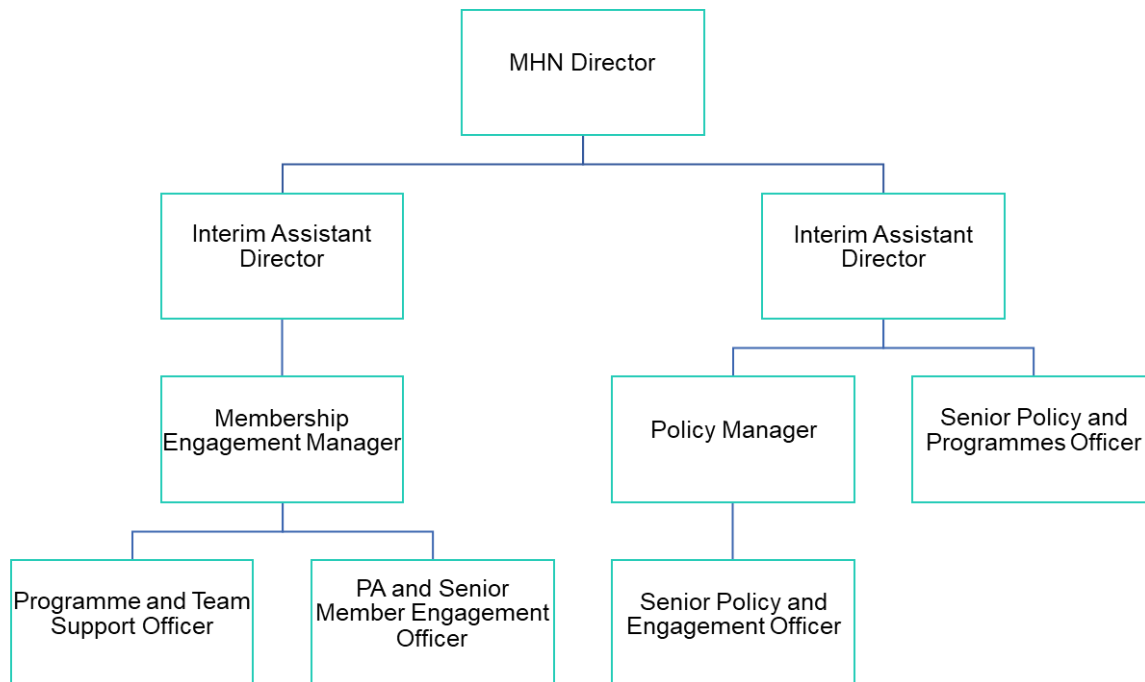
The post holder will be working as part of a supportive team at the forefront of mental health and learning disabilities policy, one of the most dynamic and exciting public policy areas. They will have the opportunity to learn from and engage with a wide variety of internal and external stakeholders about the key issues facing mental health and learning disability services and be supported to develop their policy and project knowledge and experience.

This is a fixed-term contract and would suit someone looking to develop their mental health policy skills and knowledge at a national level.

Responsibilities

- Monitoring and maintaining knowledge of relevant policy developments and initiatives and understanding and communicating their implications for MHN members and wider NHS Confederation colleagues.
- Gathering and analysing information from a variety of sources to inform policy development and debate. This will include seeking input from members, NHS Confederation networks and external stakeholders.
- Supporting the scoping, discussion and production of policy briefings, consultation responses and other products to agreed timetables and deadlines.
- Supporting in developing internal and external products which communicates the impact of our influencing work.
- Support the effective running of high-level meetings and events, working with the wider organisation and events team where appropriate and identifying opportunities for commercial income.
- Develop and maintain positive working relationships with relevant partner organisations to ensure we understand issues that will impact on MHN members, and we can influence on behalf of them.
- Providing advice, policy content and speaker suggestions for events.
- Drafting member-facing products such as blogs and other comms outputs related to policy updates and developments.

Structural Chart



Person Specification

Essential criteria

1. Knowledge of mental health policy and the current health and care landscape.
2. Experience of supporting high-level meetings and events, for example drafting invites, managing attendee lists, inputting into chair/speaker briefings and minute taking.
3. Excellent written communication skills.
4. An understanding of the value that people with lived experience of mental health problems bring to the work of MHN.
5. Ability to prioritise and manage own workload and conflicting priorities.
6. Proven experience of effective team working and building positive working relationships with senior internal and external stakeholders.

Desirable criteria

1. An understanding of policy development, and how to influence public policy.
2. Experience of working in a member and/or national organisation.