

## Job Description

<b>Job Title:</b>	Public Affairs and Resources Manager, Northern Ireland (NI)
<b>Responsible to:</b>	Director of Devolved Nations
<b>Staff reporting:</b>	3
<b>Contract:</b>	Full time / Permanent
<b>Salary:</b>	£39,507 - £44,241 per annum
<b>Department:</b>	Devolved Nations – Northern Ireland
<b>Location:</b>	Remote and flexible working. There will be some travel throughout Northern Ireland and within the UK, involving occasional overnight stays and weekend work.
<b>Date updated:</b>	May 2025

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Carers NI is Northern Ireland's leading charity campaigning for change for unpaid carers. This is delivered through our policy, public affairs and campaigning work, including our annual Carers Week and Carers Rights Day campaign moments. Working closely with all political parties, Government and the departments we strive to influence public policy to make life better for carers. We are also about to launch our new comprehensive support service for unpaid carers, the Together We Care programme, which is being supported by the National Lottery. It will offer daily advice services, weekly peer support sessions, monthly educational events, and events, as well as a range of NI specific information. The project will support our nearly 2000 members in NI, as well as a programme of volunteers.

### Aims

1. To bring about lasting improvements in the lives of carers in Northern Ireland.
  2. To provide a significant leadership role in driving forward the policy agenda for carers in Northern Ireland.
  3. Working with the Director of Devolved Nations and the wider public affairs team develop and deliver a policy and public affairs strategy for NI in line with corporate strategic objectives.
  4. To manage NI's Together We Care programme – including its information and advice service and its support activities for membership and volunteers.
  5. To work with NI's unpaid carer population to help amplify their voices so they are heard at the highest levels of decision-making.
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## **Main Responsibilities**

### **Strategic planning and policy**

1. To develop and implement a public affairs plan and other agreed areas of work for Carers NI. with key performance indicators and regular review.
2. To work with the Director of Devolved Nations on strategy and leadership of the Together We Care programme and to manage the day-to-day activities and commitments set out in the project.
3. To develop and service the Carers NI Committee, ensuring the members receive adequate, appropriate and timely information to enable them to operate effectively.

### **Management**

4. To ensure that the resources of Carers NI are deployed in the most effective way to achieve its aims.
5. To ensure that public affairs plans and budgets for NI are delivered and monitored with effective reporting to Director of Devolved Nations. Financial reporting will be supported by the Operations Manager for the Devolved Nations.
6. To ensure that the Together we Care plans and budgets are delivered and monitored with effective reporting to Director of Devolved Nations. Financial reporting will be supported by the Operations Manager for the Devolved Nations.
7. To ensure there is collaboration, sharing of information and learning and effective joint working between Carers NI, Carers Wales, Carers Scotland and Carers UK.

### **Policy & Public Affairs**

8. To develop Carers NI's public profile and influence and foster good relations with ministers, Government departments and officials; with other statutory agencies; with voluntary and private bodies and with journalists.
9. To represent Carers NI and convey its views through written articles, letters, media interviews, speaking engagements, conferences and other events as required.
10. To ensure Carers NI works in co-operation with other carer interested groups and organisations; participating in, or by convening and servicing, committees, networks, forums or alliances. This includes leading the Carers Coalition, a body of over 20 organisations interested in unpaid care issues.
11. To ensure that Carers NI's views are represented to policy makers through appropriate means, including written consultation responses, presenting evidence to committees, and participating in relevant groups and meetings.
12. To plan, develop and organise conferences, training and seminars as appropriate to raise the profile of Carers NI.
13. To contribute to Carers UK's public affairs work and to work with colleagues on the development of research, policy and campaigns ensuring they are appropriate in the NI context.

## **Together We Care Programme**

14. To provide line management to the team responsible for delivering this programme.
15. To oversee the implementation of the programme plan and working with the Director of Devolved Nations and the Operations Manager, Devolved Nations ensure the programme budget is effectively managed.
16. To support the delivery of the programme and ensuring key outcomes are met.

## **General duties**

16. To identify and develop relationships and partnerships with external stakeholders who can help achieve Carers NI's business objectives and support wider Carers UK activity.
18. To ensure that all organisational policies are applied in a fair and consistent manner and to promote and demonstrate the charity's equality and diversity policies.
19. To carry out any other tasks appropriate to this post as directed by the Head of Public Affairs, Scotland and NI, and the Director, Carers Scotland and NI.
20. To participate in UK staff conferences, policy development meetings, and other relevant meetings at the UK office in London, and through video conferencing.
21. Promote equality and diversity and work at all times in accordance with Carers UK's values, policies and procedures.
22. To attend staff meetings and Carers UK staff conferences in London as directed.
23. To reasonably undertake any other duties as required by the line manager that are commensurate with the level of the post.
24. To comply with the data protection regulations, ensuring that information on members, supporters, employees and volunteers remains confidential.

## **Person Specification**

**Job Title:** Public Affairs and Resources Manager, NI

	<b>E</b>	<b>D</b>
<b>Experience and knowledge</b>		
An understanding of the structures and workings of the Northern Ireland Executive, and health and social care agencies within Northern Ireland.	X	
Line and/or project management experience.	X	
Experience and knowledge of dealing with public relations and the media.	X	
Understanding of health and social care policy, and social security issues at national and local levels.	X	

Experience of income generation, particularly fundraising from statutory agencies and Trusts.		X
<b>Skills and abilities</b>		
Political astuteness and judgement in dealing with the elected representatives and government officials.	X	
Excellent ability to communicate, orally and in writing, including preparing papers and speaking at public events.	X	
Persuasive and diplomatic at all levels – a well organised delegator, facilitator and motivator; a team builder.	X	
Public relations and media skills.	X	
Ability to use MS Office, in particular Word and Excel and an informed appreciation of new technology and its potential applications.	X	
An ability to deal with competing priorities.		
Effective budget management and implementation of financial controls.		X
<b>Other requirements</b>		
A commitment to working collaboratively with colleagues across the UK.		
An understanding of, and commitment to equality and diversity.	X	
	X	
A willingness and ability to work some evenings and weekends and to travel throughout Northern Ireland and occasionally to meetings in the rest of the UK.	X	
An informed appreciation of the challenges and issues facing unpaid carers and an ability to relate to and empathise with the needs of individual carers.		X

E = Essential

D= Desirable

## Review

This job description gives an outline of the main duties of the post. It does not form part of the contract of employment and may be changed from time to time in consultation with the post holder.

## Our Values

Carers are at the heart of everything we do. We are:

- **Attentive**
  - we welcome everyone and are always supportive and ready to help
  - we listen carefully and respond with expertise and understanding.
- **Ambitious**
  - we're courageous and innovative, aiming high and seeking out new ideas and opportunities that take us forward
  - we are always learning and improving, pushing boundaries to increase our impact.
- **Achievers**

- we are passionate about what we do and tenacious in our pursuit of change
- we adapt to new challenges and are always striving for excellence
- we love to collaborate and enjoy working with others to reach our goals.

### **Diversity and Inclusion**

Carers UK is committed to being a diverse and truly inclusive organisation. We strive to create a workplace where our colleagues and volunteers can truly be themselves and feel like they belong and constantly seek to ensure all voices are heard.

To embrace this culture of diversity, our employee and volunteer recruitment should reflect our stakeholders and the society that we serve and support, regardless of age, race, gender, sexual orientation, physical abilities, disabilities or religious practices. We value individual diversity and are actively building diverse teams here at Carers UK and value our colleagues from a wide range of backgrounds.

As a membership charity for carers, we particularly seek employees and volunteers with a real understanding of the issues faced by carers. Reasonable adjustments can be made to the process and role dependent on the needs of the applicant.

### **Benefits**

We understand what you need from us as an organisation and recognising that, offer you a rewarding role in a truly flexible and supportive working environment with many attractive benefits. We've developed inclusive policies, flexible working arrangements with your wellbeing at the heart of Carers UK.

- A work life balance commitment with flexible working arrangements available in a truly flexible working culture
- 25 days annual leave (plus bank holidays) rising to 28 days with long service
- An additional 3 days paid leave over Christmas and New Year when the office is closed
- Up to 10 days paid carers leave which can be taken in hours, half days or full days
- 6% contribution to stakeholder pension scheme
- Access to a free and unlimited 24 hour confidential advice, support and information line including access to structured counselling; plus free and unlimited confidential 24 hour access to a GP/Doctorline via a Health Cash Plan
- Cash back to set limits via a free Health Cash Plan for dental, optical and therapy treatments plus kids cover
- Retail, restaurant and gym discounts via a free Health Cash Plan
- Recognition scheme including a values winner of the month
- Free life insurance cover 2 times your annual salary
- A commitment to staff learning and development including access to a learning management system
- A commitment to employee wellbeing including Wellbeing Wednesdays and access to the Wisdom wellbeing app
- Four Equality, diversity and inclusion employee networking groups, championed by our senior management team
- Family friendly inclusive policies
- Induction and buddy scheme
- Two paid volunteer days per year
- Paid Special leave available
- Organisational sick pay scheme
- Loans for bikes when you have been with us for 6 months
- Full access to the Digital Resource for Carers

We are proud to be an Employers for Carers and Carer Positive member and a Living Wage Employer. We have signed the 'Happy to Talk Flexible Working' initiative and are committed to building the best possible environment to help carers in the workforce. Carers UK have signed the Menopause Workplace Pledge and have achieved the Disability Confident Commitment.

As a responsible organisation, we have taken a proactive approach to managing our impact by conducting an external eco-audit of the organisation. We already have an environmental and energy policy and together with the audit recommendations which we will be working to implement we will continue to work to manage our impact. We expect all employees to help us achieve our aim of being an environmentally responsible charity.

### **Terms of Appointment**

**Salary** £39,507 - £44,241

### **Location**

Remote and flexible working with some travel throughout Northern Ireland and the UK

### **Contract**

Permanent / full time - 35 hours

### **How to Apply**

At Carers UK we want our application process to be as accessible as possible. If you need any adjustments to apply please email [recruitment@carersuk.org](mailto:recruitment@carersuk.org) to discuss.

Please submit a personal statement demonstrating how you meet the requirements set out in the job specification, your CV, and completed diversity monitoring form to [recruitment@carersuk.org](mailto:recruitment@carersuk.org). The information on the form will be treated as confidential and used for statistical purposes only. These forms will not be treated as part of your application.

Carers UK anonymises all applications prior to shortlisting.

The **closing date** is the **18 June, 5pm**.

In person **interviews** will be held on the **25 and 26 June**.

Carers UK may carry out online and social media checks before a formal offer is made.