

Job statement
 

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<b>Public Engagement Officer</b>			
<b>Salary band</b>	Officer	<b>Salary</b>	Starting from £30,000 + benefits
<b>Department</b>	Communications and Engagement	<b>Work location</b>	Hybrid – both remote, agile working, and in-person time in our offices at 41 Portland Place, London
<b>Reports to</b>	Public Engagement Manager	<b>Direct reports</b>	N/A
<b>Role duration</b>	Permanent role. Full or part time from 4 days a week.	<b>Last updated</b>	September 2022

### The role

Reporting to the Public Engagement Manager, the Public Engagement Officer will work as part of a team to deliver our mission of meaningfully involving patients and the public across Academy activities and in the way we work.

You will collaborate with colleagues across the Academy, our Fellows and our grant awardees to help deliver projects that ensure the Academy connects with patients, carers and members of the public in new and accessible ways. You will organise and evaluate programmes that feed public views into our policy advice and grants and careers programmes. Our current priorities are ensuring lessons learnt from the Covid pandemic are shaped by our work with patients and the public, and developing new workstreams on health inequalities, particularly in child and parental health.

You will do this all by building strong relationships with public and patient groups and connecting with individuals to understand and provide the support they need to be involved in our work.

[Click here for information on what you can expect from us when applying for this role.](#)

### Useful links

- [Click here for information about the Academy and what we do.](#)
- [Click here for information about our strategy 2022-2032.](#)
- [Click here for information about working at the Academy, and the agile and flexible working style available](#)

## About you

You'll be passionate about involving patients and the public in decisions and actions to improve people's health. You'll be excited to explore ways of recognising the expertise and experience of different people and motivated to ensure better health decisions are made by involving patients and the public from the start.

You will put people at the centre of everything you do, understanding and responding with compassion and empathy to the needs of individuals. You'll be a champion for openness and enjoy coming up with different ways to ensure influence is shared as equally as possible throughout our work.

We're looking for someone with the energy and passion to champion diversity and inclusion across Academy engagement activities. Someone who lives our values of kindness and agility by modelling healthy working practices and supports wellbeing and work life balance for colleagues, collaborators and most importantly themselves.

You're someone who enjoys working closely with others as part of a small team and getting stuck into a variety of projects. You're organised and thrive on finding ways to make things run better, while also keeping day-to-day operations running.

Your skills and experience might come from an interest in science and health gained through study, volunteering, or a previous job. Alternatively, you may come from a lived experience perspective, having participated in involvement or advocacy work as a patient or carer, and looking to build that experience into your career.

## Key accountabilities

- Research and scope topics, formats, speakers, audiences and participants for public engagement and involvement activities.
- Support the delivery of events, workshops and training to feed public, patient and carer views into our policy, career development and grants programmes.
- Assist with data collection, analysis and reporting for programme and event evaluations.
- Develop resources and deliver processes that support participants in Academy engagement and involvement activities - particularly administration for patient payments and arranging individual access and support packages.
- Make connections with people, organisations and communities to broaden participation in Academy public engagement and involvement activities.
- Connect with colleagues across the organisation to encourage and support their participation in engagement and involvement activities and knowledge of best practice.
- Identify and connect with non-traditional or underserved audiences for engagement projects and ensure public engagement activities promote diversity and inclusivity.

## Skills and abilities

- Knowledge of public and patient engagement activities gained through education, employment or as a lived experience, patient or carer representative.
- Excellent interpersonal and communication skills with the ability to form good working relationships with people from diverse backgrounds.
- Good listener able to use compassion and empathy to understand people's needs.
- Good IT and administration skills with experience of applying them to support projects and events.
- Ability to write in concise and accessible language and produce resources that can be easily understood by others.

## Benefits and opportunities

<b>Position</b>	<b>Public Engagement Officer</b> Permanent role. Offered at full time, 35 hours per week (working 5 days a week). This role is also open to job share or part time contracts, preferably 0.8+ (working 4 days a week or more)
<b>Remuneration</b>	This role is offered on a salary from £30,000 (FTE)
<b>Salary progression</b>	We have recently introduced a new salary progression framework.  The framework offers opportunities for salary increases at 6 and 12 months. Further increments are available as staff progress through our role and competency framework. We are also committed to regular cost of living and/or benchmarking reviews.
<b>Location</b>	Hybrid – both remote and in person time in our offices at 41 Portland Place, London, W1B 1QH  We do not operate a set number of days in the office. However, many of our staff aim for at least one day a week in the office, plus attending major face-to-face meetings and events.  We welcome discussion of different working arrangements and locations with any successful applicant.
<b>Annual leave</b>	29 days per annum; including Christmas closure dates, plus bank holidays (pro rata for part time staff)
<b>Pension</b>	The Academy contributes 7.5% of gross salary to a Legal & General salary sacrifice pension scheme, with an employee contribution of 3%.
<b>Life assurance</b>	3 x annual gross salary

<b>Season ticket travel loan interest free</b>	Available to all staff after completion of probationary period
<b>Family friendly benefits</b>	<ul style="list-style-type: none"> <li>• We offer enhanced maternity and paternity leave and provide coaching for parents returning to work.</li> <li>• We are a family-friendly employer and support staff to be present for their families and those they care for through our agile working policy.</li> </ul>
<b>Agile working</b>	<p>We empower individuals and teams to identify work practices and patterns that enable the organisation to maximise its potential and the individual to achieve the best possible work/life balance.</p> <p>Our agile working approach operates on the following principles:</p> <ul style="list-style-type: none"> <li>• Open</li> <li>• Timely</li> <li>• Experimental</li> <li>• Connected</li> <li>• Respectful</li> <li>• Empowered</li> </ul> <p>These principles allow staff to determine how, when and where they work to do their job well and support their wellbeing.</p>
<b>Wellbeing and mental health</b>	<ul style="list-style-type: none"> <li>• Subscription to Headspace and ClassPass.</li> <li>• Regular individual, team and organisation-wide wellbeing days.</li> <li>• Seasonal staff connection days.</li> <li>• Employee assistance programme including financial and wellbeing advice.</li> <li>• Access to free online counselling and CBT.</li> <li>• Cross-organisation staff group dedicated to wellbeing, which runs activities to support social connection and mental and physical health.</li> <li>• Team of staff trained in mental health first aid</li> </ul>
<b>Equity, diversity and inclusion (EDI)</b>	<ul style="list-style-type: none"> <li>• Regular EDI learning sessions and events connected to religious holidays, social awareness days and cultural celebrations.</li> <li>• Access to EDI training and development sessions.</li> <li>• Opportunity to join a cross organisation staff EDI Forum, with leads for Disability, Neurodiversity and Mental Health; Gender Equality; LGBTQ+ Community; and Racial Diversity.</li> <li>• EDI SharePoint with resources including current affairs, podcasts, campaigns, blogs and reports.</li> <li>• We are also a member of <a href="#">EDIS</a> (the Equality, Diversity and Inclusion in Science and Health Research Network), the <a href="#">Employers Network for Equality &amp; Inclusion</a> and the <a href="#">Proud Science Alliance</a>, a collective of healthcare and life sciences sector LGBTQ+ networks.</li> </ul>

