

# Job Description



Job Title:	<b>Policy and Public Affairs Officer</b>
Reporting to	Policy and Public Affairs Manager
Team	Policy
Location	London/hybrid (minimum Tuesdays and Wednesdays each week in Farringdon office)
Contract	Full time (35 hours/week)
Date	March 2026

## About us

We are driven by a bold vision: a world where physiological discovery transforms lives. Proud of our heritage yet firmly focused on the future, we believe physiology holds the answers to today's greatest challenges - from climate change to healthy ageing.

As a registered charity, The Physiological Society connects a vibrant global community of scientists across more than 60 countries. Since 1876, our members have pioneered breakthroughs in understanding how the body works and how diseases can be treated. Today, we continue to champion physiology by shaping policy, convening world-class scientific meetings, building powerful collaborations, and publishing leading research that pushes the boundaries of knowledge.

## Job purpose and background

The Policy and Public Affairs Officer will play a pivotal role in advancing the Society's objectives by:

- **Policy development:** Crafting, and advocating for, public policies that are informed by physiological evidence as well as supporting a policy environment that advances the discipline of physiology.
- **Public affairs:** Enhancing the Society's influence and presence among policymakers and key stakeholders.

Through an impactful and ambitious programme of proactive projects and responsive policy initiatives, we place physiological research at the heart of evidence-based policy making in areas such as climate change and health and healthy ageing. Through our work, we shape the broader policy, funding and R&D landscape, and support physiologists to play a leading role in informing the public policy response to global health challenges.

Reporting to the Policy and Public Affairs Manager, the postholder will collaborate closely with internal teams, the Society's committees, members and external stakeholders to identify and act on issues affecting physiology and the life sciences. While our policy focus is primarily the UK and the Republic of Ireland, we are increasingly international in our outlook in key areas that demand a global response such as climate change and health.

This role demands proactive engagement with governmental bodies, strategic development of policy positions, and the cultivation of relationships that advance the Society's mission.

We are committed to promoting equality, diversity, and inclusivity. We encourage applications from individuals from underrepresented groups, including minoritised communities and applicants with disabilities, to better reflect the community we support and to help broaden our perspectives.

## Main tasks and responsibilities

### Policy development

- Collaborate with the Policy & Public Affairs Manager, the Principal Policy and Public Affairs Advisor and the Policy Committee to design and implement forward-thinking policy projects that align with the Society's strategic goals.
- Conduct comprehensive research to inform policy positions, ensuring they are evidence-based and reflective of current scientific and political landscapes.
- Horizon scan and monitor for opportunities for the Society to influence and engage with policy and public affairs developments in the UK, Ireland and internationally.
- Prepare timely and impactful responses to government consultations and inquiries, effectively representing the interests of the Society and our communities.
- Support project delivery by helping to coordinate activities, timelines and deliverables across policy-related initiatives.

### Public affairs and stakeholder engagement

- Develop and maintain robust relationships with key stakeholders, including parliamentarians, civil servants and relevant organisations, to advance the Society's policy objectives
- Organise and manage events such as policy briefings, parliamentary receptions and conferences to promote the Society's work and facilitate dialogue between stakeholders.
- Keep abreast of political developments, parliamentary activities and policy changes, providing regular briefings to internal teams and advising on potential impacts and opportunities.
- Maintain the Society's policy stakeholder and engagement database.

### Communication and advocacy

- Produce high-quality written materials, including policy briefings, position statements, press releases and articles, tailored to a range of key audiences.
- Collaborate with the communications team to leverage digital platforms, direct electronic member communication and social media to disseminate policy messages and engage with the broader community.
- Work across departments to ensure consistent messaging and integrate policy priorities into the Society's overall communication strategy

### Community support and engagement

- Provide comprehensive support to relevant committees and working groups, including agenda setting, meeting organisation and minute-taking.
- Engage with Society members and communities to gather insights and feedback, ensuring that policy positions and public affairs strategies are informed by their views.

This job description outlines the main responsibilities of the role but is not intended to be exhaustive. The postholder may be required to undertake other duties as may reasonably be expected, in line with the overall purpose of the role.

## Key attributes:

The ideal candidate will be a proactive and strategic thinker with a passion for policy development and public affairs, particularly within the scientific, health and/or climate sectors. They will possess strong analytical skills, great attention to detail, excellent communication abilities, and the capacity to build and maintain influential relationships.

### Essential:

- 1-3 years' experience in policy roles, public affairs, government or agency roles, or similar.
- Degree in a relevant field: such as life sciences, public policy, or political science or equivalent
- Exceptional written and verbal communication skills, with the ability to translate complex information into accessible content for various audiences.
- Proven experience in developing and advocating for policy positions, preferably within the scientific, health or climate change sectors.
- Experience building and maintaining relationships with diverse stakeholders from a range of sectors, organisations and technical backgrounds.
- Strong organisational skills with experience in managing multiple projects simultaneously and meeting tight deadlines.
- Demonstrable ability to engage with governmental bodies, parliamentarians and other stakeholders to influence policy outcomes.
- Ability to work collaboratively within a team and across departments, as well as independently when required.

### Desirable:

- Familiarity with the UK and Republic of Ireland's political, research funding and broader science policy landscapes.
- Background in organising stakeholder engagement activities, events, workshops or conferences, particularly those involving policy or public affairs objectives.
- Proficiency in maintaining and updating stakeholder management tools and databases.
- Experience using digital communication tools and social media platforms for advocacy and public engagement.