

Senior Policy, Research & Influencing Manager



**NATIONAL
AIDS
TRUST**

Securing rights
Stopping HIV

Job Application Pack
July 2025

Contents

Foreword from our Chief Executive	3
Who we are & what we do	4
Our values	5
Our offer	6
The opportunity	7
Team structure	8
Job description	9
Person specification	11
How to apply	13

Foreword

from our
Chief Executive

I am delighted that you are considering applying for a job with National AIDS Trust.

We are the UK's HIV rights charity, working to stop HIV and support the rights of people living with HIV. Our work is values-led and embedded in our community. We understand that HIV is much more than a health condition, so our approach to combatting its effects and stopping new transmissions is wide-ranging. Tying this work together is our belief that health is a human right. Our success relies on our expertise, our credibility, our independence, and our strong relationships with allies.

Working here gives you a role in a team passionate about creating impact, and unusually successful at doing so. Over the last few years, we have ensured that PrEP (the HIV prevention medication) is available to those who need it; that hospital emergency departments test for HIV in those areas of highest risk; that generic mental health services improve their offer to people living with HIV; and that migrants with insecure immigration status can access healthcare without fear of their data being used to deport them.

But there is so much left to do. While 4,000 people acquire HIV in the UK every year, and while people living with HIV continue to battle stigma and discrimination, our work is as important as ever.

It is fundamental to our values that those most affected by HIV help lead this work, so we particularly encourage applications from people living with HIV, gay and bisexual men, trans and non-binary people, and people from black and minority ethnic communities. We welcome applications from disabled people and are committed to making reasonable adjustments wherever possible.

If you can see yourself contributing to this work, we would love to hear from you.



Robbie Currie

For more information, please read our [five-year Strategic Plan](#) and our [Impact Report](#)



Who we are & what we do

We are the National AIDS Trust

We're the UK's HIV rights charity. We work to stop HIV from standing in the way of health, dignity and equality, and to end new HIV transmissions. Our expertise, research and advocacy secure lasting change to the lives of people living with and at risk of HIV.

Our vision is a world where HIV does not stand in the way of health, dignity and equality.

Our purpose is to stand alongside and defend the rights of everyone living with, affected by or at risk of HIV.

Our expertise, research and advocacy secure lasting change to the lives of people living with and at risk of HIV.

And we won't stop until everyone affected by HIV can live their fullest life possible.

Our strategic aims to 2025:

- **STOP:** we will stop new HIV infections
- **CHAMPION:** we will champion the needs of people whose voices and experiences are too often ignored
- **PROTECT:** we will protect the rights of everyone living with and at risk of HIV
- **DRIVE:** we will drive engagement and activism to change attitudes to HIV.

Our values

We seek to embody our values in everything we do – including how we approach our work, how we treat our staff, and how we work with others:

- We believe that people living with and affected by HIV are at the core of everything we do. We seek opportunities for greater and more meaningful involvement of people living with HIV in all our work.
- We believe passionately in equality and human rights, so this is at the centre of everything we do.
- We are brave. We speak out and are never afraid to challenge the status quo.
- We are persistent. We persevere until we create change, however long it takes.
- We are collaborative. We work to build relationships of mutual trust and respect because we know we can't do this alone.
- We are honest. Our integrity and credibility are crucial, so we protect them by being independent, transparent and accountable.
- We are thrifty. We make every penny count to ensure that we can make the maximum impact.

Our offer

- Hybrid working
- 27 days' annual leave (pro-rated) plus bank holidays (including annual closure between Christmas and New Year)
- Employee Assistance Programme (EAP) including access to 24-hour advice and support line and face to face counselling
- Flexible working to support work/life harmony
- Organisational training budget and personal development plans

The opportunity

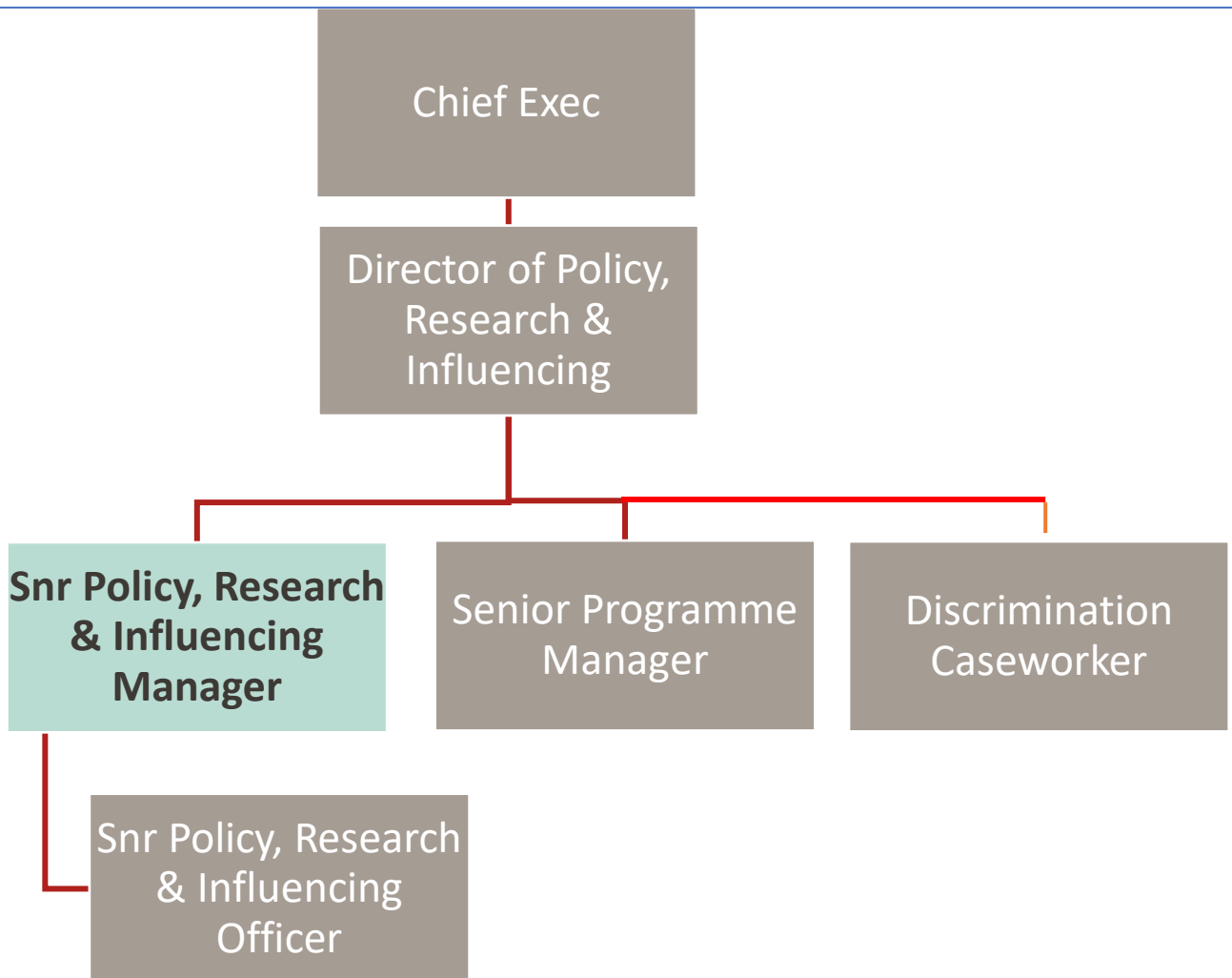
About the post

- Fixed-term for 9 months, full-time position (35 hours a week)
- Salary £45,752 (including London weighting)
- Flexible working arrangement: mix of home and London office working

The Senior Policy, Research & Influencing Manager will lead our work to identify and deliver policy, research and influencing to improve health-related quality of life for people living with HIV. As the secretariat for our national policy partnership, HIV Outcomes, this will involve project, relationship and stakeholder management.

Working with the Director to support team leadership, the Senior Manager will line manage staff and volunteers, supporting their work across a wide range of health, rights and social justice issues.

Team structure



Job description

Main duties and responsibilities

1. Policy, Research & Influencing

- Deliver the work programme for HIV Outcomes UK (a coalition of HIV experts working to improve the quality of life for people living with HIV in the UK) through project management, secretariat duties, and budget management.
- Identify and respond to policy developments from Department for Health and Social Care, NHS, and devolved administrations, to engage stakeholders and influence healthcare outcomes for people living with HIV.
- To lead on developing influencing and research activity on identified priority policy areas. This will include assembling the evidence base, developing policy positions, engaging stakeholders, and planning and implementing campaign activities.
- To effectively lead political engagement policy areas by designing influential advocacy strategies and Parliamentary activities (as well as in devolved administrations).
- Represent NAT and the UK HIV Outcomes Steering Group to external organisations (including community-led organisations), key policy makers and other appropriate agencies or bodies, both nationally and internationally.
- Represent NAT in the media and work with colleagues in communications to explain and frame key policy positions.
- Play an active role in the planning and evaluation of NAT's policy work – contributing to annual planning and producing project plans for specific areas of responsibility with evaluation processes identified.
- Contribute, where appropriate, to external publications and relevant NAT publications..

Job description

Main duties and responsibilities (cont)

2. Project Management

- Provide a secretariat function for the HIV Outcomes Steering Group, including helping to set the agenda, establish good working relationship with funders and Chairs, develop and deliver a programme of influencing, organising meetings and managing communications with Steering Group members between meetings.
- Manage the delivery of the HIV Outcomes project including planning activity across the year; tracking progress and outcomes; evaluating successes and learning.
- Deliver the HIV Outcomes UK workplan to time and budget, with high quality outputs.

3. People and Team Management

- Manage the Senior Policy and Research Officer in line with NAT's HR policies and procedures, ensuring they have direction, clearly defined objectives, effective project supervision, regular support and supervision, and annual appraisal.
- Provide direction and support to volunteers and interns as required.
- Plan and authorise expenditure, monitor spending against budget and ensure spending meets organisational requirements.
- Support the Director of Policy, Research and Influencing in ensuring an effective and cohesive team.
- Actively contribute to Policy, Research & Influencing Team meetings and ensure effective sharing of information within the team.

4. Other

- Support the development of fundraising applications for policy, research and influencing work in liaison with the Fundraising team.
- Undertake such other tasks as may reasonably be requested by your line manager.
- Establish and agree objectives for the year and monitor these through support and supervision.
- Demonstrate a commitment to NAT's values.
- Actively contribute to a culture which respects and promotes equality and diversity.

Person specification

Essential

- Proven track record of influencing national or local policy.
- Experience of developing and delivering successful influencing strategies.
- Understanding of the way public policy and legislation is formulated and developed within the United Kingdom and across devolved administrations.
- Experience of undertaking effective and influential lobbying and advocacy with policy-makers and Parliamentarians, across devolved administrations.
- Experience of designing and delivering high-quality research for use in policy and influencing work.
- Experience of working collaboratively with other organisations and working in partnership to bring about change.
- Experience of working with the media to get across key policy lines and messages
- Experience of enabling supporter activism and including people with lived experience in policy work
- Effective stakeholder management skills
- Excellent interpersonal skills with the ability to form effective working relationships with colleagues and external stakeholders.
- Excellent verbal and written communications skills, including the ability to communicate complex information clearly to a range of audiences.

Person specification

Essential continued

- Experience of managing people and supporting them to plan and deliver their work effectively
- Experience of managing multiple projects on time and to budget i
- Ability to work under pressure and to meet deadlines, and a proven ability to balance workload and prioritise effectively.
- An understanding of, and a commitment to human rights, equality and diversity.

Desirable

- A detailed understanding of the current health policy environment across the United Kingdom
- Understanding of HIV and related policy issues.
- Experience of working within the voluntary sector or a rights-based organisation
- Awareness of current political stakeholders relevant to HIV and health and social care

How to apply

Please apply by email to Daniel.fluskey@nat.org.uk by the deadline of **23.00 Hrs on Monday 14 July 2025**

For a background conversation about the role, please email Daniel Fluskey at Daniel.fluskey@nat.org.uk

Your application should include:

- CV
- letter of application addressing the person specification.

Interviews for the role will be held week commencing 21 July at our office in Bethnal Green.