



Job Title: Policy & Public Affairs Adviser

Location: Leeds/Hybrid or remote with regular travel

Reporting to: CEO

Contract Type 12-month FTC initially (Full Time and Part Time flexible working hours considered)

Salary: £50,000 FTE per annum

To apply:

If you are interested in the opportunity, please send your CV and a covering letter to recruitment@heartresearch.org.uk outlining how you meet the person specification by **Friday 22nd May 2026**. **Interviews to take place in our central Leeds Office on 2nd or 3rd June 2026**. If you would like an informal conversation with our CEO, Kate Bratt-Farrar please contact nicole@heartresearch.org.uk to arrange a time.

About Heart Research UK

Every five minutes someone dies from heart diseases in the UK, and it is likely that we will all be affected one day. At Heart Research UK we are tackling this problem head on. Our work focuses on developing lifesaving medical research to find new treatments and cures, delivering ground-breaking training and education, and helping communities to improve their heart health. We won't stop until there are no more deaths from heart diseases.

Our values

Trustworthy – We do what we say we will and explain why if we can't. When people choose to give us their money, we ensure we spend it wisely on projects that are most important to those affected by heart diseases. We are clear about what we expect from our people, and we support them in work and life.

Ambitious – We want to bring an end to all heart diseases and on our journey, we want to help as many people as possible to live healthier and longer lives. We want to raise more so we can do more. We know that as a smaller organisation some people will stay with us for the ride while others will move on – we support the development of our teams so they can achieve their goals. We encourage new ways of doing things and know that we won't always get it right, but we will learn from everything we do. We will not stop, until there are no more deaths from Heart Diseases.

Passionate – We believe in what we are doing, no one should die from heart diseases. We are doing everything we can to help save lives. We embrace emotion! We want to support everyone – to have innovative ideas that bring change and promote growth. Our people can be confident that we have their back, and they can enjoy their time with us.

Our people:

We are currently a team of 40 people and growing. Since the pandemic, we have moved to a hybrid working model, with some of our team members working remotely, with occasional trips to our Leeds Office, and travel to events around the UK.

We look after our team and have developed a number of wellbeing initiatives to help support our staff.

This is an exciting time to join the charity as we have recently launched our new long-term strategy, building on our ambitions to make an even bigger difference to the lives of people developing or dying from heart diseases.

We are looking for a strategic and ambitious individual to join our energetic, collaborative, and dedicated team. Someone who will contribute to our culture and have the drive and passion to help us achieve our goals.

Job Description

We are looking for an experienced and connected Policy and Public Affairs Adviser to lead the development of this function within the organisation. Reporting Directly to the CEO you will engage with teams and partners to design both an on-going influencing strategy and the future shape of this work in coming years.

Key Responsibilities:

- Undertake internal opportunities review to identify key work strands.
- Undertake external opportunities review to identify both short term and long-term areas for influence.
- Develop long term policy and influencing strategy in conjunction with the Senior Leadership Team (SLT).
- Review and recommend future staffing structure and reporting lines as part of the above.
- Act as lead for existing activity in this area including attending meetings with MPs, Peers and civil servant, working with internal teams to provide accurate briefing information and supporting other appropriate spokespeople across the organisation.
- Identify and Lead on the formulation of appropriate evidence-based policy positions and responses.
- Work with staff and our growing Public and Patient Network (PPN) to ensure those with lived experience have a meaningful voice in the above activity.

Key requirements:**Required:**

- Experience of developing and delivering campaigns that include influencing and engaging with policy makers, MPs, Peers and other relevant stakeholders.
- Strong understanding of the legislative process in England (Scotland and Wales desirable).
- Ability to quickly develop effective relationships with internal and external stakeholders.
- Demonstrable ability of analysis of information that can be communicated to a variety of audiences.
- Experience of developing policy positions and briefings, along with responding to consultations.
- Ability to effectively manage competing interests and views to achieve the aims of the organisation.
- Excellent communication and teamwork skills.

Depending on location, this role will require regular travel to the Leeds Office and Westminster.

Desirable:

- Experience of working in a charity.

Personal Attributes:

- Strategic thinker
- Passionate about our cause and mission.
- Organised and reliable with a collaborative mindset.
- Open to feedback and committed to continuous improvement.

What We Offer:

- The opportunity to contribute to a respected national charity.
- A supportive and collaborative working environment.
- Professional development and learning opportunities.
- Flexible or hybrid working options (where applicable).
- Generous holiday allowance and staff benefits package.

