

Candidate information pack

Head of Policy and Public Affairs (Maternity Cover)

Closing date: 5pm, 4th January 2026 (depending on volume of applications we may close the vacancy before the closing date)

This pack includes:

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Welcome

World Cancer Research Fund International (WCRF) is a leading authority on cancer prevention through diet, weight and physical activity. We commission and interpret research, lead and unify a network of cancer charities with a global reach, influence policy at the highest level, and are trusted advisors to governments and other official bodies from around the world.

Our network of cancer prevention charities are based in the United States (AICR), UK (WCRF) and Netherlands (WKOF).

To meet our vision of living in a world where no one develops a preventable cancer, we need high quality and motivated employees from a mix of backgrounds and with a range of skills and experiences. In return, we aim to offer the best possible working environment for people so that talent is nurtured and developed.

Within this candidate pack you will find additional information about the role you are applying for and the benefits we offer.

To apply for this role, please complete and submit a CV, covering letter (maximum 2) pages) and the attached equal opportunities form. If you have any queries please contact Human Resources at hr@wcrf.org or visit our website at wcrf.org

On behalf of World Cancer Research Fund International we thank you for your interest in helping to prevent cancer and wish you the best of luck with your application.

Best wishes. **Human Resources**

Our values

EVIDENCE BASED

We are authority on lifestyle related cancer research - continuously learning and evaluating, so that we can deliver excellent outcomes.



INCLUSIVE

Everyone counts – we value, respect and trust each other.



INFLUENTIAL

We are collaborative, engaged and focused on maximising impact in all that we do.



INNOVATIVE

We are curious and creative; evolving and exploring so we can deliver solutions that make a real difference.



EMPOWERING

We make every day meaningful, building and sharing our knowledge and allowing our passion to shine through.



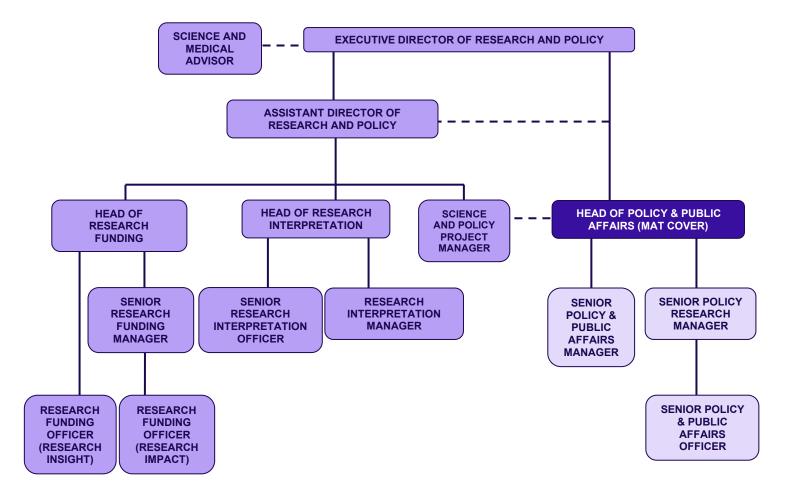
About the role

We are seeking a Head of Policy and Public Affairs (maternity cover) who will be responsible for leading World Cancer Research Fund International's policy and public affairs work and supporting network charities with their policy and influencing priorities.

Who you will be working with:

You will be working with World Cancer Research Fund International's Policy and Public Affairs team, the Science team, the Senior Management team and colleagues across the WCRF network to manage the delivery of the Policy and Public Affairs Strategy.

WCRF International Policy and Public Affairs Department



What we are looking for:

- Extensive experience of working in health policy (ideally in an area related to cancer and/or non-communicable disease prevention, or nutrition) and in advocating for this at the international level.
- Strong strategic awareness and ability to deliver a policy and public affairs strategy.
- Extensive experience in developing policy positions, policy publications and other technical outputs such as consultations and briefings, and knowledge and understanding of evidence for policy and policy development and evaluation processes.
- Proven experience of leading and managing a team (including setting objectives, motivating staff, performance management) and strong team-building skills, with an ability to work cross-team and influence colleagues from different levels of seniority and disciplines.
- Demonstrable experience of influencing change at an international level and knowledge of the workings of key institutions and international policy processes including the UN system, in particular WHO, but also other relevant agencies and bodies, with contacts and connections that will exert influence to improve policy.
- Experience of delivering Westminster focused UK Policy and Public Affairs activities related to public health and / or cancer prevention, with a strong working understanding of influencing and policy development processes.
- Excellent organisational and project management skills including the ability to make judgements on and prioritise workload/issues, with demonstrable experience of budget management, progress reporting and impact reporting.
- Excellent communicator and experience of, and confidence in, acting as a media spokesperson and public speaking and representing the organisation externally.

Job description

Job title	Head of Policy and Public Affairs (maternity cover)	
Department	Science and Policy	
Reporting to	Executive Director of Research and Policy	
	Senior Policy and Public Affairs Manager, Senior Policy	
Responsible for:	Research Manager and Senior Policy and Public Affairs	
	Officer	
Contract	15-month fixed-term contract	
Location	London N1	
	37.5 hrs per week – full time	
Hours	We're a hybrid working employer, meaning you're required to	
nours	come into the office 2 days per week, currently Tuesday and	
	Wednesday or Thursday	
Salary	FTE: £55,000 – £60,000 per annum, plus benefits	

Department description

The Policy and Public Affairs Department (PPA Dept) provides evidence-informed policy recommendations and guidance to help governments and policymakers around the world take effective action to reduce preventable cases of cancer and other non-communicable disease. The overall aim of the PPA Dept is to help policymakers create healthy environments which make it easier for people to follow the WCRF Cancer Prevention Recommendations and therefore reduce their risk of cancer and other non-communicable diseases.

WCRF International works with a range of stakeholders including the WHO (through our official relations status), national governments, academics, civil society and the media to develop, analyse and influence a range of policy areas, which include but are not limited to diet/nutrition, physical activity, alcohol and cancer.

The Department also provides advice and support for PPA-related activities and interacts with other Directorates in the UK and the rest of the network, including close collaboration with the Science team.

The work of the PPA Dept includes:

- Utilising the latest research and evidence to develop WCRF policy positions on diet, physical activity, alcohol, infant feeding as well as cancer survivorship.
- Monitoring, analysing, influencing and responding to policy developments related to cancer prevention and non-communicable diseases.
- Partnership with WHO developing and delivering formal workplan with the World Health Organization as part of WCRF International's ongoing official relations status.
- Working in partnership with a range of relevant stakeholders to deliver our advocacy objectives and policy research collaborations.
- Deliver network policy and influencing activities, including
 - Engaging with and influencing the with UK government, policy makers and key stakeholders
 - Engaging in Netherlands policy work including through EU stakeholder engagement for WKOF (Wereld Kanker Onderzoek Fonds)

- Supporting the American Insitute for Cancer Research (AICR) with policy priorities where appropriate
- Developing, innovating and leveraging the WCRFI policy tools (including the NOURISHING and MOVING policy frameworks, databases, benchmarking tools and policy indexes) – which monitor, benchmarkand assess nutrition and physical activity policies that governments globally have implemented to encourage people to eat healthily and move more.
- Development and dissemination of policy briefs, reports and other publications designed to help policymakers overcome common barriers to implementing evidence-informed policy.
 Areas covered to date include front of pack labelling, sugar taxes, marketing to children and promoting physical activity in primary healthcare.
- Communicating policy positions and developments to a range of stakeholders including key international institutions, civil society organisations, governments and other policymakers, researchers and academia.

Main purpose of the role

The Head of Policy & Public Affairs (HoPPA) leads the PPA Dept and drives forward the development of World Cancer Research Fund International's Policy and Public Affairs work at the global, regional and national level.

The HoPPA is responsible for developing and delivering the PPA Dept strategy and priorities including annual workplans, Board and impact reporting, working closely with the Executive Director of Research and Policy (EDRP) and the Assistant Director for Research and Policy (ADRP) to implement and deliver those strategic priorities.

At international level, the HoPPA is responsible for overseeing and renewing the WHO official relations partnership and delivery of the three-year work plan as well as Geneva based advocacy with support from the Senior Policy and Public Affairs Manager (SPPAM). This includes working with relevant WHO departments, collaborating with Geneva based advocates and developing influential relationships with Member States.

At a network level, the HoPPA leads on WRCF UK policy and advocacy activities with support from the Senior Policy and Public Affairs Officer (SPPAO) and the Senior Policy Research Manager (SPRM). The HoPPA will also lead and oversee monitoring and development of Netherlands policy and advocacy activities including through EU level work supported by the SPRM. The HoPPA will also support US policy activities as appropriate.

The HoPPA is responsible for oversight and delivery of PPA projects such as policy research projects in international consortia, policy outputs and publications, stakeholder relations and communication outputs. They liaise with the EDRP and other Science Dept colleagues to ensure policy work aligns with and reflects CUP Global recommendations and guidance. The HoPPA will also work with the Science and Policy Project Manager to coordinate timelines and cross-departmental work.

The HoPPA represents WCRF, WKOF and WCRF International at the national and international level and in the media, attending meetings, conferences and other policy events including delivering presentations and public speaking engagements. The HoPPA will also work with Comms and Fundraising Depts to identify and take advantage of opportunities to promote and disseminate PPA Dept activities and to develop suitable messaging for communications and fundraising purposes.

Main duties and responsibilities

Α	Strategy and Planning
1	Lead on the implementation of, and impact and progress reporting on the PPA Dept strategic plan, departmental high-level objectives, priorities and key performance indicators, supporting the Executive Director of Research and Policy (EDRP) to deliver strategic priorities.
2	Lead and manage the PPA Dept on an operational and strategic level ensuring both effective work planning and budget management, as well as adherence with agreed objectives and priorities.
3	Maintain oversight of international and national stakeholder relations ensuring consistency and alignment across the PPA Dept and the wider network.
4	Ensure that Science and PPA Depts priorities and work plans are strategically aligned and coordinated and work with the Executive Director of Research and Policy (EDRP) and the Assistant Director of Research and Policy to ensure PPA Dept work aligns with and uses CUP Global evidence and outputs.
5	Ensure collaboration, coordination and alignment with priorities of other WCRF directorates including Communications and Engagement and Fundraising, and network organisations.
6	Ensure delivery and implementation of UK PPA annual plan with SPPAO
7	Provide leadership and coordination to the Health Information, Science and Policy Technical Working Group on the development of cross organisational positions, including on ultraprocessed foods and GLP1 agonists.
8	Provide strategic oversight on the NOURISHING and MOVING framework, database and tools and Policy Blueprint for Cancer Prevention as managed by the SPRM.
9	Provide strategic oversight and contribute to policy research and other research collaborations
10	Provide strategic oversight to our Policy Advisory Group as managed by the SPPAM.
11	Monitor and ensure that PPA and Science COI policy is implemented as appropriate workingwith DRPI
12	Contribute to Board reports, impact reporting and other documents to be considered by Network Executives as appropriate
В	Evidence based policy development and research
1	Maintain excellent understanding of the key policy areas and international policy processes relevant to cancer and non-communicable disease prevention and survivorship, especially as they relate to food, nutrition (including infant nutrition), body weight, physical activity and alcohol as well as other cross cutting areas such as health inequalities and climate change
2	Lead on and / or provide oversight to the development of international and national policy positions, policy recommendations and consultations responses.
3	Leverage and develop WCRFI policy tools, including Policy Blueprint for Cancer Prevention; NOURISHING (nutrition policy) and MOVING (physical activity policy) data, findings and outputs to deliver national policy and advocacy work,

Contribute to new policy research or other research collaborations working closely with the SPRM. Identify and exploit opportunities for new policy partnerships and policy development projects as appropriate. Provide strategic leadership on the development of key policy outputs and influencing tools such as policy and advocacy briefs and case studies. Oversee and contribute to the sustainability of WCRFI's NOURISHING and MOVING policy 7 framework and databases working closely with the SPRM. International and national policy and advocacy C Maintain up-to-date knowledge of key players and activities relating to cancer, noncommunicable disease, nutrition (including overweight and obesity), physical activity and public health policy and advocacy at the UK and international level. Oversee, develop, and maintain existing relationships with key international institutions, civil society organisations and high-level policy-makers, including officials in international 2 agencies and governments and identify opportunities for new partnerships and collaborations. Oversee WCRF International's relationship with the World Health Organization and official 3 relations status, including developing and reporting against our activity plan. Lead on the development of UICC annual workplan and oversee implementation 4 Establish and maintain new relationships and alliances to extend our capacity and influence 5 Oversee the development and implementation of the UK policy and public affairs work providing oversight and input to SPPAO work in this area as well as working closely with DRPI and WCRF UK leadership as appropriate Oversee the development of Netherland policy work with support from the SPRM while 7 ensuring alignment with WKOF priorities and input from DRPI and WKOF leadership. Leverage international stakeholder relations to deliver policy work in the US and the Netherlands **Communications** D Oversee PPA Dept regular comms activities and outputs such as e-news, blogs, vlogs and 1 social media content working closely with the Comms and Engagement Department Work closely with the WCRF Comms and Fundraising Departments to identify and take advantage of external engagement opportunities including developing messaging and policy lines to use. Act as WCRF policy spokesperson in media and lead on development of policy media 3 messaging and quotes. Represent WCRF International, WCRF and WKOF by attending meetings/conferences and participate as appropriate to promote our policy positions, including presentations and public speaking engagements. Oversee/lead on the development, creation and promotion of policy publications, such as policy briefs, policy responses, statements, and academic articles. Provide input to organisation wide materials when relevant such as the Annual review, 6 Impact report, direct mail and the Healthy You magazine.

7	Provide input to WCRF International, UK and WKOF press releases
Е	Staff Management
1	Line manage and develop the skill set of the PPAM, the SPRM, and the SPPAO manage short term contractors and consultants
2	Carry out regular reviews and annual appraisals and set SMART objectives to ensure positive professional development
F	Other
1	Manage all relevant budgets and activities within the post holder's area of responsibility
2	Any other duties and responsibilities relevant to the role, including overseas travel
3	Ensure all actions undertaken comply with the current General Data Protection Regulations (GDPR 2018)

Person specification

The person specification describes the specific experience, knowledge, skills, qualifications and attributes that are needed for the job.

	·	Application	Assessment	Interview
Essential				
Experience	Extensive experience of working in health policy and in advocating for this at the international level	✓		✓
	Demonstrable experience of influencing change at an international level	✓		✓
	Proven experience of leading and managing a team (including setting objectives, motivating staff, performance management) and strong team-building skills	✓		\
Knowledge and technical skills	Knowledge of the evidence for policy and understanding of the policy process	✓	✓	✓
	Knowledge of the workings of key institutions and international policy processes including the UN system, in particular WHO, but also other relevant agencies and bodies, with contacts and connections that will exert influence to improve policy	✓		✓
Personal attributes	Ability to convey complex issues compellingly and sensitively, and to manage complex discussions insightfully	✓		✓
	Ability to drive self and others to achieve political change	✓		✓
	Ability to make good judgements and effectively represent WCRF to external audiences, especially political decision-makers	✓		✓
	Ability to develop good working relationships with other NGOs, policymakers and other stakeholders	✓		/
	Ability to develop and maintain excellent internal relationships throughout the WCRF network, with	√		✓

	an inclusive and callegists approach		
	an inclusive and collegiate approach		
Education and qualifications	PhD or Masters degree with public health, health policy (e.g. policies on cancer, noncommunicable diseases, food, obesity, physical activity and/or alcohol) or other relevant subjects	✓	
Desirable			
	Experience of working in health policy in an area related to cancer and/or non-communicable disease prevention, or nutrition	✓	✓
	Experience/understanding of the policy landscape in WCRF national countries in the UK, US and the Netherlands	✓	√
	Ability to speak a second language, especially Dutch, French, Spanish	√	

Terms, conditions & benefits

Salaries

World Cancer Research Fund operates a fair and transparent pay policy. We always ensure a salary range is listed on all of our job adverts and we benchmark the salaries for all our roles every 2/3 years to ensure we are paying fairly within market norms.

Staff salaries are paid into bank accounts once a month on the 26th of each month.

Hybrid working

We are currently operating hybrid working for all staff across the organisation. The office is open 3 days a week (Tues, Wed and Thurs) and full-time staff are required to be in the office at least 2 of these days each week, Tuesday and Wednesday or Thursday.

Flexi-time scheme

A flexi-time scheme is in operation across the organisation. The daily requirement is to work 7.5 hours.

Staff also need to take a lunch break of at least 30 minutes (staff can take up to a maximum of 2 hours for lunch). The core hours are 10am-4pm, Monday to Friday when all employees must be present. Employees may arrive for work between 8am and 10am and leave between 4pm and 7pm. The daily minimum hourly requirement of 7.5 working hours per day plus lunch must be met; any extra time cannot be "rolled over" or "banked".

Annual leave

Our annual leave year runs from 1 October to 30 September. Annual entitlement for fulltime staff is in relation to length of service:

- Less than 1 year of continuous service at the beginning of a holiday year: 25 days (pro-rated to your start date)
- 1 year or more of continuous service at the beginning of a holiday year: 26 days
- 3 years or more of continuous service at the beginning of a holiday year: 28 days
- 5 years or more of continuous service at the beginning of a holiday year: 30 days

The office is closed from the last working day before Christmas until the first working day after the New Year. Staff are required to take the three working days between Christmas and New Year as annual leave.

Sick leave

For full-time staff, we allow up to 20 days sick leave in any rolling year without deducting pay. This allowance increases to 25 days sick leave plus 40 days half-pay after one years' service.

Pension plan

We contribute into an approved pension scheme, which is administered by Standard Life. Employees will be auto-enrolled into the scheme after 3 months and will contribute a minimum of 5% of their salary each month. World Cancer Research Fund will match the employee's contributions of up to 5% of the employee's salary each month.

We also offer staff the option to switch their pension to a salary sacrifice arrangement on request.

Private healthcare

We offer private healthcare for employees, which gives all employees access to private healthcare (hospital and outpatient care) by referral from NHS. You are eligible to join the scheme after successful completion of the probationary period.

Dental cover scheme

We offer all employees a contribution to their dental expenses by allowing employees to opt in to a dental cover scheme. You are eligible to join the scheme after successful completion of the probationary period.

Life assurance and income protection

We cover all employees from their first day of employment and provide cover, which is equal to 4 x the individual's salary on death while employed alongside critical illness cover.

Permanent Health Insurance (PHI) scheme

All permanent members of staff, up to the age of 65, whose normal hours of work are at least 15 per week, are covered by the organisation's Permanent Health Insurance (PHI) Scheme, at no cost to employees.

PHI is intended to provide income protection in the event of long-term illness or disability. The scheme provides an income replacement of up to 50% of the basic annual salary after a waiting period of 26 weeks, starting from the date a disability commences.

Season ticket loan scheme

Employees can take advantage of an interest free loan for a purchase of an annual travel ticket. The loan is repaid via equal deductions from the employee's salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

Cycle to work scheme

Employees can take advantage of an interest free loan for a purchase of a tax-free bike or accessories. The loan is repaid via equal deductions from the employee's salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

World Cancer Research Fund office also offers secure, lockable, storage for your bike and there are showers available within the office.

Employee assistance programme

All employees, and their families, have access to a 24-hour confidential advice and support line. This service offer access to trained advisers and counsellors from The British Association for Counselling and Psychotherapy (BACP) who can offer advice on a range of issues, including financial and debt concerns, legal information, relationship or family worries, bereavement, stress, anxiety and other emotional issues. If appropriate you may also be referred for up to eight sessions of face-to-face counselling.

Mental health and wellbeing

We run a Mental Health Champions scheme that staff can volunteer to be a part of. Our Mental Health Champions are sent on an accredited Mental Health Training Course and are then available to offer help to any staff member experiencing a mental health problem; guiding them to access appropriate professional help. They also work in collaboration with the organisation to promote wellbeing and encourage a culture where mental health can be discussed openly.

Flu vaccinations

We offer staff the chance to receive a free flu vaccination each year. This is either at the World Cancer Research Fund office, where a trained nurse will be arranged who will administer the vaccine onsite, or by providing a voucher to enable them to receive the vaccine at a participating pharmacy of their choice.

Christmas and summer parties

We hold two annual parties, in the Summer and at Christmas, paid for by the organisation, for staff to come together outside of work and have fun!

Dog friendly office

Staff have the opportunity to bring their dog into the office one day per week (Wednesdays) subject to World Cancer Research Fund guidelines.

Training and development

World Cancer Research Fund is committed to enabling professional development and all staff are encouraged to regularly discuss training and development. In addition, there is an annual appraisal process in place during which individual needs are formally discussed and identified.

We also offer payment for job-related professional subscriptions and fees (subject to World Cancer Research Fund guidelines), opportunities to attend international conferences on behalf of the organisation, and study leave and sabbatical leave policies.

Probationary period and notice period

The post-holder is subject to a 3-month probation period during which 1 weeks' notice on either part will apply. Following successful completion of the probationary period the postholder will be on 1 months' notice period.

How to apply

Recruitment timetable:

Closing date for applications:	5pm, 4 th January 2025 (depending on volume of applications we may close the vacancy before the closing date).
First interviews:	w/c 12 th January 2026
Second interviews :	w/c 19 th January 2026

To apply

You can apply for this vacancy by submitting a CV (max. 3 pages), covering letter (max. two pages) and a completed Equal Opportunities Monitoring Form. Your covering letter should provide specific examples of past achievements to demonstrate how you meet each criterion of the Person Specification and should also highlight how your skills and experience would benefit World Cancer Research Fund.

Your CV, covering letter and completed Equal Opportunities Monitoring Form can be submitted by email or post:

E-mail: hr@wcrf.org

Address: **Human Resources**

World Cancer Research Fund

140 Pentonville Road London N1 9FW

UK

Phone: 020 7343 4200

If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion. Please note that we only provide feedback to shortlisted candidates.

Equal opportunity monitoring form

World Cancer Research Fund is committed to equal opportunities for all. Please help us monitor the effectiveness of our Equal Opportunity Policy by completing and returning this form. This will be separated from your application prior to assessment and used solely for statistical purposes.

Post applied for:			
Please tick the appropriate boxes below:			
Gender			
Male Female			
Disability			
	applications from people with disabilities. The		
_	es a disability as a physical or mental impairment		
_	rerse effect on a person's ability to carry out this definition, do you consider yourself to have a		
disability?			
Yes No			
Ethnic group			
•	recommended for use by the Commission for		
Racial Equality.	·		
How would you best describe your ethnic	origin?		
Bangladeshi	Indian		
Black – African	Irish		
Black – Caribbean	Pakistani		
Black – Other (please specify) Chinese	White		
Crimese	Other (please specify)		
Nationality			
_			
Other (please specify)			
Other (picase specify)			

Thank you for answering these questions.

Job applicant privacy notice

As part of any recruitment process, World Cancer Research Fund collects and processes personal data relating to job applicants. World Cancer Research Fund is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. World Cancer Research Fund collects a range of data about you which will include:

- Your name and contact details (including email address and telephone numbers);
- Details of your skills, qualifications, experience and employment history;
- Details regarding your current levels of remuneration and any work benefits entitlements;
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- Information regarding your right to work in the UK; and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

This information will be collected from your CV and/or cover letter on application to us, plus from your examination certificates, passport, driving licence or other identity documents provided. We may also collect personal data about you from third parties, such as references obtained from former employers, background checks or criminal records checks as applicable.

How we handle the data that is submitted by you

This data will be stored in an electronic format (including email) on our internal IT systems and also on paper within our HR Department. Your information may be shared internally for recruitment purposes with our recruiting managers, HR and IT team strictly for decision making purposes. We do not share your data with any third parties.

Why we process personal data

We need to process your data to take the necessary steps prior to entering into any contract with you. We may also need to process your data if we agree to enter into a contract with you. We have a legitimate interest in processing your data during the recruitment process to ensure that we make and keep records of the process. These records allow us to manage the process effectively, assess a candidate's suitability for employment and decide whom to offer the roles to. We may also, from time to time, need to process data from job applicants to respond to and defend against legal claims.

Disclosure of your information

World Cancer Research Fund may transfer your data outside of the European Economic Area. However, your data will be protected as well as it would be in the EEA. Internally we will protect your data through internal controls and policies to ensure that your data is not

lost, accidentally destroyed, misused, and is not accessed by our employees except in the proper performance of their duties.

Data retention

We will retain your personal data for a period of 1 year after we have communicated to you our decision about whether to appoint you to the role. We retain the information for that period so that we can show, in the event of a legal claim that we have not discriminated against candidates on prohibited grounds that we have conducted the recruitment process in a fair and transparent way. After this period, we will securely destroy your personal data in accordance with the applicable laws and regulations

If your application is unsuccessful, we may keep your personal data on file for any suitable employment opportunities. We will seek your consent before we do so and you are free to withdraw your consent at any time by notifying us in writing.

What if you do not provide personal data

You are under no statutory or contractual obligation to provide your data to us. If you elect not to do so however, we will not be able to process your application properly, if at all.

Automated decision-making

Our recruitment process is not based on automated decision making and as such you will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Data protection legislation (your rights)

As a data subject, you have a number of rights including:

- Access to your data on request
- Require us to stop processing your data on demand
- Requires us to delete your data on demand
- To change any incorrect or incomplete data we hold on you
- Request the transfer of your personal data to another party

If you would like to exercise any of these rights or have any gueries with the privacy notice, please contact: The Director of HR & London Operations, World Cancer Research Fund, 140 Pentonville Road, London N1 9FW.