

Job  
description

# Advocacy Executive

January 2025

**Directorate:** Development and Communications

**Pay grade / staff group:** PS05

**Hours / duration:** Full time (35 hours per week)  
Monday to Friday

**Reports to:** Advocacy Manager

## Main purpose of the job

The Advocacy Executive will provide support in giving the ICR a voice on key policy issues and ensuring our policy priorities remain on the Parliamentary agenda.

The postholder will have the exciting opportunity to build the ICR's profile among key figures within the Government and the wider Parliament. The Advocacy Executive will support our parliamentary monitoring and help share updates internally to relevant stakeholders. They will support the development of the ICR's policy positions by working with senior professional staff and researchers. The Advocacy Executive will help organise meetings and events involving parliamentarians and other key stakeholders connected with the Government.

The Advocacy Executive will be passionate about medical research and the potential for policy and public affairs to help achieve scientific breakthroughs. They will be an effective communicator with an ability to digest complex information and turn it into clear briefings and reports.

Our mission  
is to make the  
discoveries that  
defeat cancer.

# Advocacy Executive

## Duties and responsibilities

### Key duties

Work with the Advocacy Manager to develop and deliver an advocacy strategy to support the ICR's policy development and parliamentary engagement.

Help make the case for new and more sustainable funding for research institutions like the ICR.

Monitor political developments, policy updates, parliamentary debates and oral question sessions.

Help to ensure that the ICR's advocacy work supports income generation and financial sustainability – by supporting influencing activities around science funding, fundraising campaigns and the identification of new income opportunities.

Support work with the ICR's researchers and senior leadership to develop policy positions on a range of areas relevant to the ICR's work.

Provide political analysis of Parliamentary activity, use opportunities in Parliament to promote the work and policy calls of the ICR.

Organise meetings, events and visits, where appropriate, to support the ICR's parliamentary engagement.

Support with the development and implementation of engagement strategies for influencing politicians and policymakers in line with ICR strategy.

Help promote the work of the ICR – from scientific achievements to public engagement and fundraising efforts – among parliamentarians.

Work closely with industry, academic and charity partners to find areas of consensus and to promote shared policy priorities.

Liaise with colleagues in Communications to help ensure policy lines are effectively communicated through the media, social media and the ICR's website.

Support the briefing of other parts of the Development and Communications directorate, other directorates – including Research Services, and senior leadership on high-priority policy issues.

Support on drafting responses to consultations to Government departments or arms-length bodies in high-priority areas.

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# Advocacy Executive

## General

All staff must ensure that they familiarise themselves with and adhere to any ICR policies that are relevant to their work and that all personal and sensitive personal data is treated with the utmost confidentiality and in line with the General Data Protection Regulations.

Any other duties that are consistent with the nature and grade of the post that may be required.

To work in accordance with the ICR's Values.

To promote a safe, healthy and fair environment for people to work, where bullying and harassment will not be tolerated.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.

# Advocacy Executive

## Person specification

### Education and Knowledge

Educated to degree level or equivalent knowledge/experience in a subject relevant to the role.	Essential
Experience working at a higher education institution or charity.	Desirable

### Skills and Experience

Demonstrable political interest, with a commitment to neutrality and an ability to work across the political spectrum.	Essential
Excellent written and verbal communication skills.	Essential
Experience in making technical topics accessible and engaging for non-specialist audiences.	Essential
Good organisational skills.	Essential
Experience in arranging visits and meetings with stakeholders.	Essential
Team working skills – especially a proven ability to work with people across multiple teams with diverse needs and perspectives.	Essential
Ability to interact with people at all levels across an organisation and to build effective relationships.	Essential
Interest in policy development and identifying solutions for policy issues.	Desirable
Understanding of Parliamentary processes and procedure.	Desirable
Experience in using social media for professional purposes.	Desirable

### General

A genuine interest in and willingness to engage with the ICR's scientific research; and a passionate belief in our mission.	Essential
Willingness to work occasional unsociable hours e.g. at events that might take place outside of normal office hours.	Essential

# Advocacy Executive



## About our organisation

The Institute of Cancer Research, London, is one of the world's most influential cancer research institutions, with an outstanding track record of achievement dating back more than 100 years. Our mission is to make the discoveries that defeat cancer.

As well as being one of the UK's leading higher education institutions in research quality and impact, the ICR is consistently ranked as one of the world's most successful for industry collaboration. As a member institution of the University of London, we also provide postgraduate higher education of international distinction.

We are also a charity and rely on the support of partner organisations, funders, donors and the general public.

[Read more about the ICR](#) – our history, culture, and achievements, and how our funders, supporters and partnerships help drive forward our work.

## Our values

The ICR has a highly skilled and committed workforce, with a wide variety of roles, each requiring different skills. But whether you work as a researcher, or work as part of our corporate team, your work and behaviour is underpinned by [these six values](#). They are what bring us together as one team – as 'One ICR'.



***Our values set out how each of us at the ICR, works together to meet our mission – to make the discoveries that defeat cancer.***

*They summarise our desired behaviours, attitudes and culture – how we value one another and how we take pride in the work we do, to deliver impact for people with cancer and their loved ones.”*

Professor Kristian Helin  
Chief Executive

