

Job description: **Public Engagement Manager (Maternity Cover)**

Job Level: Manager	Salary: Starting from £50,189 + benefits	Department: Communications & Engagement	Reports to: Head of Engagement Direct reports: 2	Role Duration: Maternity cover [1 year from 8 July 2024]. Full or part time from 4 days a week	Work Location: Hybrid – minimum 1 day a week from the office (41 Portland Place, London) and at home.
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Summary purpose - what you will be achieving.

The Public Engagement Manager is responsible for managing the delivery, evaluation and development of the Academy's public and patient engagement and involvement (PPIE) programmes. Working as part of a team, the postholder is required to collaborate with colleagues at all levels across the organisation (e.g., policy, programmes, grants, governance). You will develop and deliver a range of activities to meaningfully involve patients and the public in innovative, inclusive, and accessible ways to shape and inform the Academy's work. You will have strong relationship-building and line management skills, and experience of working with diverse individuals, groups, and communities with lived experience of health conditions and those who care for them.

About the role – what you will be doing.

- Directly manage two Public Engagement Officer(s) and provide oversight of their work.
- Oversee the delivery of a programme of public and patient involvement and engagement activities around health research and care.
- Develop, deliver and evaluate projects that enable lived experiences and public views to shape our UK and international policy, grants and career development programmes, and governance structures.
- Foster and forge strong relationships with public, patient and community groups, connecting with diverse individuals to understand and provide the support they need to be involved in our work.
- Build, manage and facilitate strong relationships with key stakeholders, including researchers, funders and strategic partners.
- Ensure that engagement activities are monitored and evaluated to demonstrate impact and effectiveness. Analyse data to provide actionable insights to the Engagement team and other teams across the organisation.

- Manage expenditure and income for Engagement projects of up to £50K and support the Head of Engagement with management of budgets to deliver high-quality service and value for money.
- Horizon scan and liaise with colleagues across the Academy for PPIE opportunities to increase visibility, embed PPIE, develop best practice, and help shape our work.

About you – what you bring to the role.

1. Knowledge of public and patient engagement best practice gained through education, employment or as a lived experience, patient or carer representative.
2. Proven experience of managing and overseeing the delivery of public and patient involvement or engagement (PPIE) activities.
3. Ability to line manage multiple direct reports working across different projects.
4. Good listener, able to use compassion and empathy to understand people's needs and provide support.
5. Highly organised, with track record of planning, monitoring, and managing competing projects within agreed budgets and collaborating with different teams.
6. Strong analytical skills, ability to interpret qualitative and quantitative data to provide effective evaluation and impact reporting.
7. Excellent written and verbal communication skills, with the ability to adapt communication style to connect effectively with a range of audiences.
8. Excellent interpersonal skills with the ability to form good working relationships with people from varied backgrounds to promote diversity and inclusivity.
9. Experience of working with CRM systems, preferably Salesforce.

Benefits

- Salary progression framework
- Hybrid and agile working
- 29 days annual leave including Christmas closure dates, plus bank holidays
- Pension (the Academy contributes 7.5% of gross salary to a pension scheme, with an employee contribution of 3%).
- Life assurance
- Season ticket travel loan (interest free)

- Family friendly benefits (enhanced maternity and paternity leave, coaching for parents returning to work)
- Subscription to Headspace and Class pass
- Staff training to support your development including EDI training ([you can see more information on our EDI values, principles, and behaviours here](#))

[For information about the Academy and our strategy 2022-2032 click here.](#)

[Click here for information about working at the Academy and the agile and flexible working style available and the full range of staff benefits](#)