

Head of Policy and Communications (maternity cover) job description

Hours: 3 day a week / 21 hours maternity cover for up to a year

Location: The location of this role is hybrid working currently with a requirement of 1 day a week in the London office (or more depending on personal preference), or adaptable to homebased depending on home location with a requirement of 1 day a month for an SLT meeting. The charity is very happy to have a conversation around the flexible needs of candidates.

Reporting to: Chief Executive

Direct reports: Senior Communications Officer and Senior Digital Officer. The postholder will also manage its public affairs consultants

Salary: £50-55k pro rata

About The Migraine Trust

The Migraine Trust is dedicated to helping people affected by migraine. We are the only UK migraine charity providing information and support, campaigning for awareness and change, and funding and promoting research.

One in seven people in the UK live with migraine, and this complex and debilitating neurological disorder significantly affects their lives. We have been leading and bringing the migraine community together to change this since 1965.

Every year we support millions of people through our website and support services on all aspects of migraine and for help in managing it at work, in education, and in accessing healthcare. We campaign for increased awareness and understanding of migraine, and national policy change to improve the lives of people who get it. We have funded over 140 medical research projects and hold an international symposium every two years to bring together the world's leading experts on migraine.

Our vision

A world where migraine doesn't stop anyone from living the life they want

Our mission

Everyone with migraine deserves the best possible care and treatment and support. We invest in research, campaign for long term improvements and address the stigma and misunderstanding that currently exists. No one with migraine should feel

alone and we are here at every step Our organisational values All of our decisions and actions are guided by our values:

- People first: The needs of those we work with are central to everything we do
- Evidenced: Every decision we make is evidence based and supports the change we need
- Ambitious: We strive to achieve more than we could imagine
- Collaborative: By working together we can achieve so much more
- Empowering: We build confidence to achieve positive change

The role

We're looking for a creative and passionate person to lead on our policy and communications work for this maternity cover. This role offers a great opportunity to play a key role in improving impact across the charity and the lives of those affected.

People living with migraine are at the heart of our organisation, while our research highlights the urgent need to reduce the inequity we see for those living with the condition. You will ensure their voices are heard by decision makers and the public and get closer to our vision of 'a world where migraine doesn't stop anyone from living the life they want'.

You should be able to deliver high-impact communication campaigns and have a real interest in policy. A skilled communicator yourself, you will be able to manage a broad role with the ability to build and nurture relationships with a wide range of stakeholders. Overall, you'll bring a desire to create positive change.

You'll work closely with the CEO and be a key member of The Migraine Trust's Senior Management team, leading our strategic direction on communications activity alongside targeted public and political campaigns.

Key responsibilities:

- Lead the delivery of the organisation's 2026 policy and communications plans and coordinate the development of plans and budgets for 2027
- Oversee development and delivery of the charity's policy and public affairs strategy, ensuring a strong evidence base and meaningful involvement of people living with migraine
- Manage work with the public affairs agency to deliver targeted influencing projects to improve migraine care, workplace support, and parliamentary engagement
- Shape policy recommendations and develop strategies to engage key stakeholders including parliamentarians, policymakers, clinicians, employers and partner organisations
- Monitor the external policy environment identifying risks, opportunities and emerging issues relevant to migraine

- Work with the team to develop and execute creative and impactful communications campaigns to raise the profile of the charity and tackle misunderstanding around migraine
- Ensure content across all channels – including media, digital, social and publications - is on brand and reflects our values and core messaging
- Ensure our online presence meets the needs of our stakeholders, and is fit-for-purpose for current and future organisational needs
- Oversee production of relevant reports, marketing materials and key publications working with freelance agencies and designers as required
- Work closely with Fundraising colleagues team to identify and develop opportunities that support organisational growth
- Ensure all those living with migraine and their voices are central to our policy, campaigning and communications work
- Act as a spokesperson when necessary, representing the charity externally

Miscellaneous

- Uphold and proactively support diversity, equity and inclusion across all work.
- Represent the charity at meetings, conferences, and external events as appropriate.
- Work in line with The Migraine Trust's policies, practices and safeguarding standards

The above is provided for guidance and is not an exhaustive list of all accountabilities that the post holder may have over time.

Knowledge and Experience

Essential

- A creative and experienced communications leader
- Wide experience working in the field of communications (in house or agency) and able to demonstrate knowledge of a broad range of communications activities
- Demonstrable experience of developing media strategies and managing media relations to achieve results
- Ability to deliver policy and public affairs strategies that create change
- A strategic thinker able to develop new ideas and turn these into action
- A strong leader and manager
- Excellent written and spoken communication skills and the ability to communicate, engage and build relationships with a wide range of audiences across the organisation and externally
- Calm under pressure with sound judgment
- Confidence to represent The Migraine Trust externally including public speaking as necessary

- Ability to manage a diverse workload and work under pressure.

Desirable

- Experience working within a health, disability, or long-term conditions context
- Experience of the voluntary sector and/or lived experience engagement
- Knowledge of digital transformation or digital communications best practice

Benefits

- **Holiday:** We offer 25 days holiday a year plus Bank Holidays (pro-rata for part-time employees), which increases for each year of service up to a maximum of 30 days plus Bank Holidays. Additionally, the office closes between Christmas and New Year and we give an extra day off on your birthday.
- **Pension and Death in Service:** We will auto-enrol you in our workplace pension and will contribute 8% of your salary subject to you contributing an amount equal to at least 4% including tax relief. Our Death in Service cover will pay out three times your annual salary.
- **Training and development:** Our people are our best asset. We want you to thrive and reach your full potential, both professionally and personally. We have a generous training budget, and you will be given time to make use of it. As a small organisation, we can give you opportunities to quickly grow in your role, to gain new experiences and develop new skills. We hope you use this to help drive The Migraine Trust forward, but also to have developed new skills and experience that you can use throughout your career.
- **Hospital Saturday Fund Scheme:** 100 HSF health plan HSF health plan includes over 30 benefits: cashback for dental and optical bills, hospital stays, vaccinations, a 24/7 GP advice line and HSF Perkbox, a discounts service. HSF Perkbox provides access to popular stores online and offline. From discounted cinema tickets to gym membership and even money off everyday shopping. With the wellbeing of our employees being core to our values, we want to ensure they are happy and healthy, and you would also have access to an Employees Assistance Programme including a free confidential helpline.
- **Team Connection:** The Migraine Trust is aware of the challenges of remote working and so team members are encouraged to join our online social meetings, and there are also opportunities to meet face to face at our quarterly team connection days, which all staff are expected to attend (including overnight). These are invaluable experiences to connect and work face to face with all members of the organisation on a work-based activity, along with the chance to socialise in the evening.

The Migraine Trust is an equal opportunities employer, and we welcome applications from all suitably experienced persons regardless of their race,

socioeconomic backgrounds, gender, disability status, ethnicity, religion/faith, sexual orientation, or age.

How to apply

If you wish to apply, please submit your current CV cover letter by 5pm on Thursday 17th December to recruitment@migrainetrust.org. Interviews will be week commencing 5th January.

When writing your cover letter, please ensure that you provide specific examples to demonstrate your competencies, achievements and skills addressing the specific criteria set out.

If you would like an informal discussion to find out more about the role before submitting an application, or with any other queries, we encourage you to get in touch.