Faculty of
Pharmaceutical Medicine

Advancing the science and practice of pharmaceutical medicine for the benefit of the public

FPM Policy Manager

Job description

October 2025

Post Details	Full time / Permanent
Reports to	Head of External Affairs
Works closely with	Marketing and Communications Manager Communications Administrator Chief Executive President of FPM External stakeholders
About FPM	The Faculty of Pharmaceutical Medicine (FPM) is a registered charity and professional membership body for doctors working across all aspects of medicines research, development, regulation, and lifecycle management. We collaborate closely with our Board of Trustees and a growing community of over 1,600 members to deliver on our mission: to advance the science and practice of pharmaceutical medicine for the benefit of patients and the public.
The Role	The Policy Manager will play a pivotal role in delivering FPM's 2026–28 Strategy, driving our policy agenda and strengthening our voice. You'll build influential relationships across government, industry, academia and the wider life sciences community, ensuring FPM is recognised as a trusted, authoritative voice in debates that impact public health worldwide.

Strategic Policy Leadership

- Lead the development and implementation of FPM's policy priorities in alignment with its strategic objectives and its president's priorities, proactively identifying opportunities to influence national and international policy agendas.
- Establish links with UK parliament, e.g. by ensuring participating in relevant All Party Parliamentary Groups.
- Establish and nurture strategic partnerships with stakeholders across the life sciences sector - including the Academy of Medical Royal Colleges, government bodies, regulators, industry, professional associations, patient groups, charities, NHS, and academic institutions - to enhance FPM's profile, credibility, and policy impact.

- Monitor emerging trends, policy developments, and legislative changes relevant to pharmaceutical medicine, providing strategic intelligence and advice to inform FPM's positioning and advocacy.
- Oversee the development of evidence-based policy positions and consultation responses that reflect FPM's values, expertise, and vision.
- Lead the delivery of a new series of White Papers, collaborating with the FPM Expert Groups.

Policy Development and Coordination

- Lead the planning, delivery, and management of policy workstreams, projects, and expert working groups.
- Oversee FPM's consultation responses, ensuring alignment with strategic priorities and robust internal processes for drafting, approval, and submission.
- Lead on the development of the programme for our flagship annual meeting.
- Design and deliver policy workshops, stakeholder engagement activities, and thought leadership events to support policy development and dissemination.
- Ensure accurate and accessible communication of policy positions and outputs across relevant platforms, including FPM's website, publications, and media channels.
- Maintain centralised documents relating to policy work, including a policy platform and consultation response log.

Governance, Committees, and Engagement

- Provide strategic support to the Policy and Communications Group (PCG), Expert Groups, EDI Forum, and Patients and Communities Forum, ensuring their activities align with and inform FPM's policy objectives.
- Coordinate recruitment, onboarding, and engagement of volunteer members to policy-related committees and groups, fostering an inclusive and impactful policy community.
- Facilitate effective communication and collaboration between policy groups, FPM staff, and the wider organisation.

Media, Communications, and Thought Leadership

- Support and coordinate responses to press and media enquiries, working with colleagues to ensure consistent, evidence-based messaging that reinforces FPM's position as a trusted authority.
- Collaborate closely with the communications and marketing team to amplify FPM's policy work and thought leadership through publications, digital channels, and strategic campaigns.

General Responsibilities

- Contribute to the broader work and strategic objectives of FPM, undertaking additional duties as required.
- Line-manage temporary staff or contractors engaged in policy-related projects.
- Act in accordance with FPM's policies on Data Protection, AI governance, Equality, Diversity and Inclusion, and Health and Safety, and uphold the organisation's values.

Person Specification (Summary)

- Demonstrable experience in policy development, advocacy, or stakeholder engagement within health, life sciences, or related sectors.
- Strong relationship-building skills, with a track record of forging partnerships across diverse stakeholder groups.
- Strategic thinker with the ability to translate complex policy landscapes into actionable opportunities for organisational influence.
- Excellent communication, negotiation, and representation skills, with confidence operating at senior levels.
- Highly digitally literate – comfortable using a breadth of collaboration tools, and experience of maintaining centralised records.
- An innovative approach to developing streamlined processes and procedures.

Salary

£45,000

Benefits

FPM offers a fantastic benefits package, including flexible working, 29 days annual leave, Christmas closure days and cycle to work scheme. The role is offered on a full-time, permanent basis, subject to successful completion of the six-month probation period.

Location

Hybrid working with a minimum of two days a week in our Holborn (London) office following probation.

Application and interviews

To apply, please send your CV and a short cover letter to francesca.lord@illuminate-recruitment.co.uk

The deadline is 23:59 on Monday 10 November 2025, however we reserve the right to close this advertisement early if a high volume of suitable applications is received.

Interviews will take place on Tuesday 2 December 2025.

FPM welcomes and actively seeks to recruit people regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.