**Job Description: Policy and Public Affairs Officer**

**ABOUT WEN WALES**

Our vision is of a Wales free from gender discrimination. Our ambition is a Wales where women and men have equal authority and opportunity to shape their own lives.

We work in coalition with 34k supporters - no one organisation alone can deliver equality. Our work sits under three pillars. We will Connect, Campaign and Champion women until our vision is realised.

**ABOUT THE ROLE**

This role is about researching the barriers to gender equality in Wales, developing our policy recommendations around them, and then using the evidence to advocate and influence, ensuring that our work has real impact, so that policy makers, decision makers and those in elected office read and act on our recommendations.

With a proven track record of successfully influencing politicians and decision makers, you will need good political awareness, strong interpersonal skills and the ability to think strategically. You will also need a good eye for detail and the ability to review and report on data and information effectively.

Be it writing a briefing, a report, or meeting with politicians, or presenting at a seminar you will be ready to push our ideas forward eloquently and ensure that our policy and influencing work has real impact.

You will be extremely motivated, able to work on your own initiative and be ready to join a high-performing yet fun and supportive team of feminists who are all committed to delivering our new strategy.

We particularly welcome Black, Asian and minority ethnic (BAME) and disabled candidates as BAME people and disabled people are currently underrepresented in our staff.

Welsh Speaker: Desirable

**Two Key Objectives of the Role are:**

* To Lead on our policy research, including writing briefings, papers and reports for WEN Wales, often in partnership with our members
* To lead on developing and delivering our advocacy and influencing strategy, in partnership with the Director, so that our policies are taken up

**Main Duties will include, but not be limited to:**

**Policy Research**

* Develop expert knowledge in specific policy areas relevant to gender equality in Wales on our strategic priority areas and the six areas in our Feminist Scorecard.
* Lead on WEN Wales’ responses to public consultations and written and oral evidence to Senedd committees, working with relevant team members and partner organisation’s when necessary.
* Develop and oversee the effective monitoring of parliamentary activity for issues relating to gender and brief relevant staff and WEN Members where appropriate, making recommendations for proactive and reactive responses where necessary.
* Produce plain-language briefings, reports, guidance, and toolkits both independently and in collaboration with partners to develop good practice and ensure strong and well researched recommendations are taken forward.

**Advocacy**

* Develop in partnership with the Director, an advocacy strategy.
* Work with the Director of WEN Wales to build, develop and maintain relationships with elected representatives and key Members of the Senedd through meetings, written briefings and attendance at relevant roundtable meetings and events.
* Maintain and strengthen WEN Wales’ policy partnerships (for example the Diverse 5050 Campaign, the Gender network) coordinating communication and contact with senior stakeholders, including civil servants and third sector partners.
* Work with our Engagement and Communications officer to promote WEN Wales policy recommendations and reports to our members and other audiences.
* Represent and speak on behalf of WEN Wales in the media where appropriate.
* Provide secretariat to the Cross-Party Group on Women and Chair the Gender Policy Network

**General Responsibilities and Duties**

* Conduct the duties of the job description in accordance with the operational policies of WEN Wales, including but not limited to the safeguarding policy, diversity policy, social media policy, data protection policies, home working and other policies.
* Maintain good working relations with all stakeholders, including staff, volunteers, Trustees, partner organisations and Members.
* Contribute to the general administration and delivery of all WEN Wales’ programmes, events and overall objectives.
* Undertake any other reasonable duties as may be required by the role.

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| **Experience** | **Essential** | **Desirable** |
| Experience of leading on the research and writing of policy reports, briefings, policy consultations and formulating strong policy recommendations | X |  |
| Experience of lobbying and influencing work towards elected representatives or stakeholders | X |  |
| **Skills** |  |  |
| Strong analytical skills and an ability to break complex ideas down to present as clear, simple policy recommendations | x |  |
| Excellent all round communication skills including tact and diplomacy to build relationships with political stakeholders | X |  |
| Excellent public speaking and experience of speaking at events, seminars and to the media |  | X |
| Excellent time management skills with the ability to produce quality work with minimal supervision | X |  |
| Good project management skills | X |  |
| Computer literacy, including online meetings and remote working, where applicable | X |  |
| **Welsh Language**  Oral (spoken) and Written Welsh Level B1\* (see table below) or evidence to demonstrate an on-going commitment to learn Welsh to this level. |  | X |
| **Knowledge** |  |  |
| Knowledge and understanding of women’s equality and women’s rights issues | X |  |
| Understanding of the structures and working of the Welsh Government and Welsh Parliament | X |  |
| **Other requirements** |  |  |
| Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work. | X |  |

**Terms and Conditions**

* 33 days Annual Leave entitlement including bank holidays (pro rata)
* Contributory pension of 3%
* **Location:** Flexible & Currently working from home
* **Salary:** 30 hours (4 days) per week, £27,261 (pro rata)
* **Contract type** – Fixed term March 2021 – March 2022
* We are a **flexible and supportive employer.**

**How to apply**

Please send a CV along with a supporting letter (no more than 2 sides A4) which addresses the job role and essential criteria, showing how you meet them and telling us why you are the right person for the role. Please also include a sample of published written work (e.g. briefing, report, article, or equivalent in Welsh or English)

Email your completed application to [admin@wenwales.org.uk](mailto:admin@wenwales.org.uk) by Friday 12th March 18.00. We will interview on Friday 19th March via zoom.

If you would like to have an informal discussion about the role, please contact Catherine Chatham [finance@wenwales.org.uk](mailto:finance@wenwales.org.uk) so she can arrange this.

* **Closing date:** Monday 12th April 2021 at 18.00
* **Interviews via zoom:** Friday 16th April

| ***Welsh Language Level*** | **Speaking (interaction and production)** | **Writing** |
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| *A0* | I cannot speak Welsh at all. | I cannot write Welsh at all. |
| *A1* | I can:   * interact in a simple way provided the other person is willing to speak slowly, repeat or rephrase things, as well as being willing to help me * use basic expressions and phrases, e.g. introduce myself or another person, * ask and answer questions on familiar topics e.g. ‘Where do you live?’. | I can:   * write a short simple message as an email or note, including the time, date and place. * fill in forms with personal details, e.g. name, address and telephone number. |
| *A2* | I can:   * communicate in simple Welsh on familiar topics. * contribute to very short social conversations, even though I cannot usually keep the conversation going myself. * use a series of phrases to describe and answer questions on my family and other people, the weather. * convey instructions or very simple telephone messages. | I can:   * write short simple notes and messages, connecting together simple phrases with simple connecting words such as 'and', 'but' and 'because'. * write a very simple letter or email, e.g. thanking someone for doing something. |
| *B1* | I can:   * take advantage of a range of simple language to deal with most situations which are likely to arise in my work. * understand the general meaning of emails and letters on topics of personal interest, as well as theoretical letters within the context of my work. * enter unprepared into conversation on topics that are familiar, e.g. family, hobbies, work, travel and current events. * offer advice on simple matters to clients within the context of my work. * describe experiences and events, hopes and ambitions. * give reasons and explanations for my opinions and plans concisely. | I can:   * take fairly accurate notes in meetings or seminars where the subject is familiar and foreseeable. * write letters or emails to describe events, experiences and impressions * write memoranda or informal emails to convey information. |
| *B2* | I can:   * listen to, understand and contribute to discussions in meetings and seminars. * take an active part in discussion in familiar contexts. * clearly express an opinion. * present clear, detailed descriptions on a wide range of subjects related to work * expand and support ideas with supplementary points and relevant examples. * explain a viewpoint on a topical issue giving the advantages and disadvantages of various options. * give a clear presentation on familiar topics. | I can:   * write short pieces of business correspondence, as a letter or email, on a wide range of topics related to my work or my field of interest, and this in standard Welsh without using a template (but using a spellchecker, dictionary, technical resources etc. when necessary). * take notes or write reports, passing on information or giving reasons in support or against a particular point of view. |
| *C1* | I can:   * express myself fluently and unprompted. * use language flexibly and effectively for social and professional purposes and contribute confidently to meetings and oral presentations. * formulate ideas and opinions and ensure that my contributions are relevant to others. * respond appropriately to different cultural and social situations. * present clear detailed descriptions of complex subjects, integrating sub-themes, developing particular points, and rounding off with an appropriate conclusion. | I can:   * write clear well-structured texts, expressing points of view at some length. * write detailed explanations of complex subjects in the form of email, letter, essay or report, underlining the salient issues. * write different types of texts in styles that are appropriate to the reader in mind. |