**Job Description:**

Position: Diverse5050 Campaign Manager

Salary *£30,451 Pro Rata*

Hours: Part time: 3.5 days / 26 hours per week

Responsible to: Director of WEN

Contract type: Fixed term: 1 year

Location: Flexible & Currently working from home

**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.

One of our key strategic priorities is to secure diverse and equal leadership at the Senedd and in Local Government. We aim to do this via our [Diverse 5050](https://wenwales.org.uk/campaign/diverse5050/) Campaign which we run in partnership with our **steering group ERS Cymru, Race Council Cymru, and EYST Wales.** The campaign already has the support of 21 organisations, representing around 17k people in total. We have now secured funding for a 1-year post from the Joseph Rowntree Reform Trust to take the work forward.

**ABOUT THE ROLE**

The Diverse5050 Campaign Manager will build on the initial work which has taken place in 2021 and will ramp up momentum as we move to a critical time in electoral reform in Wales. This would include influencing the Programme for Government following the Welsh Senedd elections in May 2021, engaging with candidates for the local government elections in 2022 and influencing political parties so that they take action to select more diverse candidates.

With a proven track record of running successful campaigns which have made change and influencing politicians and decision makers you will need good political awareness, strong interpersonal skills and the ability to think strategically.

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.

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

This post is funded by the [Joseph Rowntree Reform Trust](https://www.jrrt.org.uk/).

Welsh Speaker: Desirable

**Key Objectives of the Role are:**

* Develop a strong campaign plan to ensure the aims of the campaign are realised
* Ensure that the Senedd electoral reform priorities include diversity and gender equality

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

**Campaigning**

* Develop a detailed campaign strategy in partnership with the Director and steering group
* Build up the political support for the campaign amongst Members of the Senedd, Councillors, political parties and their key officers, through actions such as:
	+ - meeting with leaders, Ministers and equalities spokespeople at the Senedd to influence the forthcoming Programme for Government
		- speaking to and influencing current councillors, leaders, and candidates at local government elections
		- planning events and hustings
		- delivering speeches, presentations, and engaging in debate to further the campaign aims
* Build up support from the Welsh Local Government Association
* Develop excellent relationships with members of the Welsh political and policy scenes and keep abreast of political developments in Wales
* Present evidence of good practice and the latest research
* Working with MSs to table questions in the Senedd, as well as debates

**Communications**

* Planning the communications strategy with the WEN Communications and Engagement officer including:
	+ - media briefings and press releases
		- social media campaign
* Communicating with and managing the steering group and ensuring all four partners are involved in decision making
* Being a lead spokesperson for the campaign

**Building the coalition**

* Building up the organisational supporter numbers to get wider cross section of society and organisations to support the campaign

**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.

**Experience, Skills and Knowledge Requirements**

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| --- | --- | --- |
| **Experience** | **Essential** | **Desirable** |
| Experience of leading on campaigns and delivering change | 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 equality and human rights issues across all protected characteristics and the barriers and challenges for communities in relation to race, gender, disability or for the LGBT+ community | 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 |  |
| Confident with social media including Twitter, Facebook, etc |  | X |
| Lived experience of or demonstrable active allyship with a protected characteristic | X |  |

**Terms and Conditions**

* 33 days Annual Leave entitlement including bank holidays (pro rata)
* Contributory pension of 5%
* Location: Flexible & Currently working from home
* Salary: £30,451 (Pro Rata)
* Hours: Part time: 3.5 days / 26 hours per week
* Contract type: Fixed term: 1 year
* We are aflexible 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 above, 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 and your Equal Opportunities form to admin@wenwales.org.uk

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

* **Closing date:** Friday 16th July at 18.00
* **Interviews via zoom:** Wednesday 21st July

| ***Welsh Language Level*** | **Speaking (interaction and production)** | **Writing** |
| --- | --- | --- |
| *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.
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| *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.

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| *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.

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| *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.

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| *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.

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