

## Policy and Communications Officer

### ABOUT WOMEN'S EQUALITY NETWORK (WEN) WALES

WEN Wales is the leading gender equality charity in Wales. Our vision is of a Wales free from gender discrimination, where all have equal opportunity and authority to shape society and their own lives.

As a membership organisation, we work in coalition with our organisational and individual members connecting, campaigning and championing women to realise our vision.

### ABOUT THE ROLE

This role combines evidence-based policy development with impactful communications to drive meaningful progress towards gender equality in Wales. You will research the barriers to gender equality and develop clear policy recommendations – always through an intersectional lens. You will use the insights of this work to influence decision-makers, engage WEN's diverse membership and shape public opinion to mobilise real change.

The ideal candidate will have a proven track record in researching and drafting effective and accessible writing and content for a wide range of audiences, including policy-makers, campaign supporters, and the wider public. You will know how to identify and build relationships with key stakeholders and partners, have strong political awareness, and the ability to think strategically. You will also need a good eye for detail and excellent self-management skills, with the ability to prioritise competing demands in a fast-paced environment.

You will work closely with a small and dedicated team on a wide range of exciting and innovative projects, including:

- the Diverse5050 campaign
- our State of the Nation Report
- our childcare campaign
- an award-winning mentoring programme, Equal Power Equal Voice
- the 100 Welsh Women initiative.

If you are passionate about gender equality, motivated to make real change for women in Wales, and have excellent research and communication skills, this could be the role for you.

We particularly welcome applications from candidates who have lived experience of intersecting discrimination, including candidates from Black, Asian and minority ethnic backgrounds.

If you think you could excel in this role but do not fully meet every essential criterion in this job description, we would still encourage you to apply.

## **Main duties**

- Support the development and delivery of the organisation's policy and communications strategies
- Conduct policy research and develop expert knowledge in areas relevant to gender equality in Wales
- Support the development and delivery of external communications activity, ensuring alignment with key policy priorities
- Develop clear policy briefings, reports, and consultation responses
- Develop accessible website and social media content including blogs, infographics, reels, and other assets to raise the organisation's profile and promote our policy work
- Support press and media engagement, including drafting press releases and handling media enquiries
- Support stakeholder engagement and develop connections with members, policymakers, and partners both within and outside of the sector
- Coordinate and minute meetings of stakeholder groups and forums such as the Cross-Party Group on Women
- Support the delivery, promotion, and evaluation of training and events
- Monitor and evaluate the impact of campaigns, including external communications and policy influencing
- Ensure consistent use of messaging and branding across all outputs and channels.

This job description is not exhaustive. The post-holder may be required to undertake additional tasks and responsibilities as directed.

## Benefits

- Generous annual leave entitlement
- Contributory pension
- Flexible working
- Four day-week (trial until July 2026, with possible permanent adoption)

<b>Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Writing clear reports, briefings, consultation responses and developing evidence-based policy recommendations	x	
Writing articles, press releases, and blogs		x
Knowledge of gender equality, women’s rights and intersectionality		x
Understanding of the Welsh Government and Senedd, including decision-making, scrutiny and legislative processes		x
Developing communications plans		x
Working across a range of social media platforms including Instagram, LinkedIn and Facebook	x	
Producing and editing content for a variety of audiences	x	
<b>Skills</b>		
Strong analytical skills and an ability to present complex ideas in a clear and concise manner for a non-expert audience	x	
Conducting surveys, interviews and focus groups and analysing findings	x	
Excellent time management and project management skills with the ability to organise workload and prioritise tasks to meet deadlines	x	
Basic graphic design skills (e.g. use of Canva or other tools)	x	
Creating reels, short films, or videos	x	

Use of Mailchimp		X
Use of WordPress		X
Strong interpersonal skills, including tact and diplomacy, to interact effectively with a diverse range of stakeholders, including Senedd Members, officials, WEN members and partners	X	
Computer literacy, including Zoom/Microsoft Teams, Excel, Word, Outlook and PowerPoint	X	
Welsh Language skills at Level B1* or above (see table below) or evidence to demonstrate an on-going commitment to learn Welsh to this level.		X
<b>Other requirements</b>		
Commitment to anti-discriminatory practice and equal opportunities. An ability to apply an intersectional lens to all areas of work	X	
Keen attention to detail	X	
Degree level education or equivalent		X

- **Location:** Hybrid: home and Cardiff-based office, with flexibility to work in a hybrid model. We support a blend of remote and in-office working to suit individual and organisational needs. The post will require regular travel to Cardiff, to be agreed with successful candidates depending on organisational need, candidate's location and circumstances. The post-holder must also be prepared to occasionally travel to other parts of the UK as required. This post may occasionally require some evening and weekend work which can be taken as TOIL.
- **Working hours:** 37.5 hours per week (currently 30 hours as part of our four-day week trial)
- **Contract type:** 1-year fixed term with potential to extend
- **Flexible working**
- **Salary:** £29,269 – £30,296, depending on experience
- **Reporting to:** Policy and Public Affairs Manager and Communications and Engagement Manager

## How to apply

Please send a CV and a supporting letter (no more than 2 sides of A4). Demonstrate how you meet the job criteria and tell us why you are the right person for the role.

Please also include a short piece of written work (e.g. briefing, article, blog or equivalent).

Email your completed application and [Equal Opportunities form](#) to [recruitment@wenwales.org.uk](mailto:recruitment@wenwales.org.uk)

If you would like to have an informal discussion about the role, please contact [recruitment@wenwales.org.uk](mailto:recruitment@wenwales.org.uk).

- **Closing date:** Monday 1 June, 5pm
- **Online interview:** Week commencing 8 June

<b>Welsh Language Level</b>	<b>Speaking (interaction and production)</b>	<b>Writing</b>
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.	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.

<b>Welsh Language Level</b>	<b>Speaking (interaction and production)</b>	<b>Writing</b>
	convey instructions or very simple telephone messages.	
<b>B1</b>	<p>I can:</p> <ul style="list-style-type: none"> <li>take advantage of a range of simple language to deal with most situations which are likely to arise in my work.</li> <li>understand the general meaning of emails and letters on topics of personal interest, as well as theoretical letters within the context of my work.</li> <li>enter unprepared into conversation on topics that are familiar, e.g. family, hobbies, work, travel and current events.</li> <li>offer advice on simple matters to clients within the context of my work.</li> <li>describe experiences and events, hopes and ambitions.</li> <li>give reasons and explanations for my opinions and plans concisely.</li> </ul>	<p>I can:</p> <ul style="list-style-type: none"> <li>take fairly accurate notes in meetings or seminars where the subject is familiar and foreseeable.</li> <li>write letters or emails to describe events, experiences and impressions</li> <li>write memoranda or informal emails to convey information.</li> </ul>
<b>B2</b>	<p>I can:</p> <ul style="list-style-type: none"> <li>listen to, understand and contribute to discussions in meetings and seminars.</li> <li>take an active part in discussion in familiar contexts.</li> <li>clearly express an opinion.</li> <li>present clear, detailed descriptions on a wide range of subjects related to work</li> <li>expand and support ideas with supplementary points and relevant examples.</li> </ul>	<p>I can:</p> <ul style="list-style-type: none"> <li>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).</li> <li>take notes or write reports, passing on information or giving reasons in</li> </ul>

<b>Welsh Language Level</b>	<b>Speaking (interaction and production)</b>	<b>Writing</b>
	<p>explain a viewpoint on a topical issue giving the advantages and disadvantages of various options. give a clear presentation on familiar topics.</p>	<p>support or against a particular point of view.</p>
<p><b>C1</b></p>	<p>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.</p>	<p>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.</p>