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**Job Description**

**Job Title:** Head of Policy and Public Affairs (Wales)

**Responsible to:** Wales Director

**Department:** Carers Wales

**Contract:** Fixed term (until March 2025) – continuation subject to funding

**Salary:** £40,226

**Hours** Full time – 35 hours a week

**Location:** Carers Wales, Unit 5 Ynys Bridge Court, Cardiff, CF15 9SS (Hybrid - mix of working from the office and working from home)

**Pension**: 6% salary contribution to Group Personal Pension

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## Job Description

This job description gives an outline of the main duties of the post. It does not form part of the contract of employment and may be changed from time to time in consultation with the post-holder. Carers UK operates in an environment of teamwork and mutual support and the post-holder will be expected occasionally to help other colleagues. Likewise, can expect assistance in return when necessary.

## Aims of the Post

1. Lead Carers Wales policy and public affairs function.
2. Work to ensure that Welsh Government, politicians and policy makers understand the needs of carers and work to improve and increase support, including carers rights and equality issues and access to services and support.
3. Support and work with carers to engage with policy, public affairs and campaign activity helping to empower carers to have their say.
4. Support wider Carers Wales activity and plans as set out and agreed with the Wales Director.

## Key Tasks

**Strategic planning and policy**

1. Working with the Wales Director, develop a policy and public affairs plan for Wales and contribute to wider business planning of the charity.

**Management**

1. Manage the implementation of the policy and public affairs plan, including monitoring, evaluation, and review of the plan, including assigned resources and budget.
2. Manage the Policy Officer, Information and Advice Officer, Communications and Campaigns Officer and other members of staff as agreed with the Wales Director, ensuring that annual work plans are monitored through a system of regular supervision and performance reviews.
3. Ensure collaboration, sharing of information and learning and effective joint working between Carers Wales, Carers NI, Carers Scotland, and Carers UK.
4. Support engagement with Carers Wales committees and members.

**Policy & Public Affairs**

1. Oversee the development and dissemination of policy, research and evidence in order to secure legislative and public policy change to improve carers’ lives.
2. Develop Carers Wales public profile and influence and foster good relations with Ministers, Government departments and officials; with other statutory agencies; with voluntary and private bodies and with journalists.
3. Ensure Carers Wales effectively communicates its purpose, policy and campaigns through traditional and social media and other mechanisms to decision-makers, political audiences, carers, practitioners and the general public to achieve change.
4. Devise, develop and implement campaigns to support asks of decision-makers and raise awareness of key issues relating to carers.
5. Ensure the views of Carers Wales are conveyed through written articles, letters, media interviews, speaking engagements, conferences and other events as required.
6. Ensure Carers Wales works in co-operation with other carer interested groups and organisations; participating in, or by convening and servicing, committees, networks, forums or alliances for joint-working as appropriate.
7. Ensure that Carers Wales views are represented to policy makers through appropriate means, including written consultation responses, presenting evidence to committees, and participating in relevant groups and meetings
8. Plan, organise and deliver conferences, training and seminars as appropriate to raise the profile of carers and Carers Wales.
9. Support research activity undertaken by Carers UK and lead research opportunities in Wales.
10. Contribute to Carers UK’s public affairs work and to work with colleagues on the development of research, policy and campaigns ensuring they are appropriate in the Wales context.

**General duties:**

1. Ensure that up-to-date information and guidance is included in all Carers Wales factsheets and materials, including the website.
2. Identify and develop relationships and partnerships with external stakeholders who can help achieve Carers Wales policy, public affairs, and business objectives.
3. Ensure that all organisational policies are applied in a fair and consistent manner and to promote and demonstrate the charity’s equality and diversity policies.
4. Carry out any other tasks and duties appropriate to this post as directed by the Wales Director.
5. Participate in UK staff conferences, policy development meetings, managers meetings and other relevant meetings at the UK office in London, and through video conferencing
6. Comply with the data protection regulations, ensuring that information on members, supporters, employees and volunteers remains confidential.
7. Travel to locations across Wales and occasionally work out of hours when needed.

## Person Specification

**Job Title: Head of Policy and Public Affairs, Wales**

**Experience and knowledge**

* Strategic and operational planning including measuring outcomes and impact
* Experience of managing a team
* Understanding of health and social care policy issues at national and local levels
* An understanding of the structures and workings of the Senedd, Welsh Government, and health and social care structures in Wales

**Skills and abilities**

* Political astuteness and judgement in dealing with the elected representatives and government officials
* Effective budget management
* Excellent ability to communicate, orally and in writing, including preparing papers and public speaking
* Persuasive and diplomatic at all levels – a well organised delegator, facilitator and motivator; a team builder
* Public relations and media skills
* Ability to use MS Office, in particular Word and Excel and an informed appreciation of new technology and its potential applications
* An ability to deal with and oversee competing priorities
* Event Management experience

**Other requirements**

* A commitment to working collaboratively with colleagues across the UK
* An understanding of, and commitment to equality and diversity.
* A willingness and ability to work some evenings and weekends and to travel throughout Scotland, Northern Ireland and occasionally to meetings in the rest of the UK
* An informed appreciation of the challenges and issues facing unpaid carers and an ability to relate to and empathise with the needs of individual carers.
* Ability to speak Welsh (Desirable)

**Diversity and Inclusion**

Carers UK is committed to becoming a diverse and truly inclusive organisation. We strive to create a workplace where our colleagues and volunteers can truly be themselves and feel like they belong and constantly seek to ensure all voices are heard.

To embrace this culture of diversity, our employee and volunteer recruitment should reflect our stakeholders and the society that we serve and support, regardless of age, race, gender, sexual orientation, physical abilities, disabilities or religious practices. We value individual diversity and are actively building diverse teams here at Carers UK and value our colleagues from a wide range of backgrounds.

As a membership charity for carers, we particularly seek employees and volunteers with a real understanding of the issues faced by carers. Reasonable adjustments can be made to the process and role dependent on the needs of the applicant.

## Our Values

Carers are at the heart of everything we do, We are:

**Attentive**

* we welcome everyone and are always supportive and ready to help
* we listen carefully and respond with expertise and understanding.

**Ambitious**

* we’re courageous and innovative, aiming high and seeking out new ideas and opportunities that take us forward
* we are always learning and improving, pushing boundaries to increase our impact.

**Achievers**

* we are passionate about what we do and tenacious in our pursuit of change
* we adapt to new challenges and are always striving for excellence
* we love to collaborate and enjoy working with others to reach our goals.

**Review**

This job description gives an outline of the main duties of the post. It does not form part of the contract of employment and may be changed from time to time in consultation with the post holder.

Carers UK operates in an environment of teamwork and mutual support and the post holder will be expected occasionally to help other colleagues. Likewise s/he can expect assistance in return when necessary.

**Terms and Conditions**

**Post:** Head of Policy and Public Affairs (Wales)

**Location**: Carers Wales Office, Cardiff, CF15 9SS / Hybrid Working

**Contract:** Full time / Fixed term (until March 2025) – continuation subject to funding

**Salary:** £40,226

**Benefits**

We understand what you need from us as an organisation and recognising that, offer you a rewarding role in a truly flexible and supportive working environment with many attractive benefits. We’ve developed inclusive policies, flexible working arrangements with your wellbeing at the heart of Carers UK.

* A work life balance commitment with flexible working arrangements available in a truly flexible working culture
* 25 days holiday (excluding bank holidays) rising to 28 days with long service
* An additional 3 days leave over Christmas and New Year when the office is closed
* Up to 10 days paid carers leave
* Recognition scheme including a values winner of the month
* 6% contribution to stakeholder pension scheme
* Free access to round the clock employee assistance programme for advice and support
* Free life insurance cover 2 times your annual salary
* Eye care voucher scheme
* Socials such as weekly quizzes and ad hoc events
* A commitment to staff learning and development including access to a learning management system
* A commitment to staff wellbeing including Wellbeing Wednesdays and training
* Equality, diversity and inclusion staff networking groups
* Induction and buddy scheme
* Two paid volunteer days per year
* Loans for bikes when you have been with us for 6 months
* Interest free season ticket loans

We are proud to be an Employer for Carers and Carer Positive member and a Living Wage Employer. We have signed the ‘Happy to Talk Flexible Working’ initiative and are committed to building the best possible environment to help carers in the workforce.

**How to Apply**

For an application pack please visit

https://www.carersuk.org/about-us/working-for-carers-uk

Please also ensure you have also completed and submitted the personal details form and the diversity monitoring form provided on this site. The information on the form will be treated as confidential and used for statistical purposes only. These forms will not be treated as part of your application.

The closing date for applications is Monday 26 June, 12pm noon

CV, personal statement and completed monitoring forms should be emailed to [**recruitment@carersuk.org**](mailto:recruitment@carersuk.org)**.** Please send in your application as soon as possible.

Carers UK anonymises all applications prior to shortlisting.

Carers UK reserves the right to appoint at any stage, should an outstanding candidate emerge. Carers UK may carry out online and social media checks before a formal offer is made.

Carers UK are actively interviewing for this role as we receive applications.