

Policy and Public Affairs Assistant

Key Information

Reporting To:	Director of Policy and Public Affairs
Contract Type:	Full time, permanent (Job-share considered)
Salary:	£19,467 - £21,154, pay award pending, pro rata
Location:	A combination of office (Cardiff) and home-based working
Closing Date:	Monday 11 October 2021

Overview of Role

We are looking for an enthusiastic individual to take on an exciting policy and public affairs role in the further education and work-based learning sector.

Working closely with Communications Team colleagues, the successful candidate will help promote the benefit of post compulsory education and training in Wales. They will represent further education colleges on a national stage, working closely with MSs in the Senedd and with Welsh Government officials. This includes meeting and briefing relevant political party spokespeople and members of key Senedd Committees, as well as undertaking research, analysis (qualitative and quantitative), and helping to develop public policy recommendations. The successful candidate will be able to work on their own initiative as well as part of a team, and will possess excellent communication skills and the ability to form positive working relationships.

This is currently a predominantly work-from-home opportunity but will require the successful candidate to work regularly from the Colegau Cymru offices in Cardiff, so the ability to commute here is essential for the future. Willingness to travel across Wales, within the UK and occasionally internationally, and work outside of normal working hours may also be required.

Main Duties

- Monitor parliamentary briefings provided by external contractors to identify priorities for public affairs activity.
- Positively promote and highlight Colegau Cymru and the work of the further education sector, including work-based learning, to politicians and their staff across all parties and with other external partners in government, business, academia and the third sector.
- Support the drafting of consultation responses to policy documents.

- Conduct qualitative and quantitative research and analysis - including surveys and evaluation - to inform a range of policy, project and campaign content and in response to requests from the sector.
- Help develop messaging, including responses to political announcements in Wales, advising on key policy and political positions.
- Support the Policy Officer in the running of the ColegauCymru Cross Party Group on FE and Future Skills, including dissemination of information, prior to and post events.
- Help organise relevant events to support the ColegauCymru policy and public affairs work.
- Maintain record system for all MS engagement, including meetings, events and Plenary debates.
- Ensure effective administration systems to record and store consultation responses and other correspondence.
- Represent ColegauCymru at meetings, conferences and events as required.
- Maintain an interest in developments in the public policy and political arenas and the education sector more broadly.
- Work to agreed budgets with approved suppliers.
- Any other related tasks as directed by the Director of Policy and Public Affairs.

Welsh Language Requirements

ColegauCymru is a proudly bilingual organisation and Welsh language skills are considered an asset to the organisation. We acknowledge the importance of developing and growing a bilingual workforce and encourage and support staff to learn, develop and use their Welsh language skills in the workplace.

Welsh language skills are desirable but not essential for this role. Applicants who do not possess Welsh Language skills or whose skills do not currently meet the desired level but who are able to demonstrate a commitment to acquiring or improving their level of competency are encouraged to apply. Applicants are welcome to contact ColegauCymru to discuss this requirement.

Person Specification

Essential Criteria
Knowledge of the Welsh political system.
Qualified to degree level.
Experience of working in policy, public affairs or the political system within Wales (paid or voluntary).
Experience of conducting research, analysing data and statistics and presenting findings.

Experience of formal writing e.g. consultation responses and reports.
Experience of building positive working relationships across a range of internal and external stakeholders.
Excellent standard of written English including the ability to write in different styles to suit different audiences.
Excellent organisational skills including the ability to effectively prioritise, working within tight timescales and in line with available resources.
Ability to work alone and as part of a team.
Ability to use Microsoft Office Packages and social media platforms.
Desirable Criteria
Knowledge and understanding of post-16 education policy, including work-based learning, within Wales.
Welsh language skills.

Application Process

Please send a CV which demonstrates how you meet the Person Specification, along with a short covering letter that addresses the questions below. The answer to each question should not exceed 200 words.

1. What do you think are the main policy issues specifically facing the further education and work-based learning sector in the next 12-18 months?
2. How do you think ColegauCymru should try to address these issues?
3. What are the main opportunities and barriers?

Equality and Diversity

We ask that you complete our Equality and Diversity Form when you apply. This is voluntary, and anonymous, but helps us to ensure that we are being inclusive in our recruitment.

Closing Date

Applications should be submitted by email to HR@colegaucymru.ac.uk no later than **12.00pm on Monday 11 October 2021**.

Interviews

Interviews will be held w/c 18 October 2021, in person if possible but otherwise via MS Teams. If you have any queries, please email HR@colegaucymru.ac.uk

DBS Disclosure Check

Please note that the successful candidate may be subject to a DBS disclosure check.