



## Final version

### Role Description

**Job Title:** Policy and Campaigns Officer

**Location:** This post is based in Cardiff and will involve regular travel across Wales

**Contractual Status of Role:** 35 hours per week - Permanent

**Salary:** £27,873 per annum

**Job Title of Line Manager:** Head of Policy and Projects

#### Job Purpose:

To support the influencing work of Age Cymru and deliver Age Cymru health and care related policy and campaigns.

#### Main Duties and Responsibilities:

1. Deliver Age Cymru health and social care policy inclusive of responding to consultations, policy monitoring and development, and campaign research.
2. To implement Age Cymru health and social care campaign plans ensuring they are promoted widely to a diverse audience across Wales.
3. To develop and maintain relationships with external partners and organisations for the effective delivery of the Age Cymru health and social care campaigns
4. To deliver relevant projects
5. Organise and support internal influencing development meetings
6. To support the development of any campaign publications or reports.
7. To develop and maintain a resource of accurate, up to date information on issues affecting older people.

8. To represent Age Cymru in appropriate meetings, forums and events.
9. To produce relevant publications and reports as necessary
10. To maintain relevant databases
11. To update and maintain the relevant information on the Age Cymru website

### **Person Specification**

<b>Person Specification</b>	
Experience.	<ul style="list-style-type: none"> <li>• Delivering public campaigns</li> <li>• Project management</li> <li>• Research and use of evidence</li> <li>• Engaging with a diverse audience</li> <li>• Writing effective and accessible communications</li> <li>• Influencing stakeholders</li> <li>• Working in partnership with other agencies including statutory and voluntary organisations.</li> <li>• Policy development</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of health issues impacting older people</li> <li>• Knowledge of the current health and social care agenda in Wales.</li> <li>• Knowledge and understanding of the Welsh policy and political scene, devolution and legislation.</li> </ul>
Skills and ability	<ul style="list-style-type: none"> <li>• Ability to absorb and analyse complex material and apply it practically.</li> <li>• Ability to work flexibly and adapt quickly to a varied and busy workload</li> <li>• Ability to work proactively on own initiative and also as part of a team.</li> <li>• Able to exercise own initiative, prioritise and manage own workload, and work to tight deadlines.</li> <li>• Ability to work with a wide range of people.</li> <li>• Excellent written and oral communication skills</li> <li>• A commitment to the needs and aspirations of older people, and an interest in ageing issues.</li> <li>• Reliable and willing to accept responsibility and take decisions when appropriate.</li> <li>• Ability to use Microsoft Office or similar applications.</li> </ul>

	<ul style="list-style-type: none"> <li>Ability to speak Welsh - Desirable</li> </ul>
Qualifications	Relevant degree or equivalent professional qualification or experience in relevant subject area.

**Additional Circumstances:**

The role holder will be required to provide a car for business use and to travel throughout Wales together with occasional wider UK travel and work some unsocial hours. These requirements will be planned in advance.

This role description is not intended to be exhaustive in every respect, but rather to define the fundamental purpose and responsibilities for the role. Therefore, this role does not define any individual role holder.

In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.

<b>SIGNED FOR AND ON BEHALF OF AGE CYMRU</b>	Signature: Name: Title: Date:
--	--

<b>SIGNED BY ROLE HOLDER</b>	Signature: Name: Date:
------------------------------	------------------------------

**Final – April 2023**