



**START SOMETHING**

# YOUR NEW ROLE AT THE TRUST

<b>JOB TITLE:</b>	<b>Policy &amp; Public Affairs Manager - Wales</b>	<b>PAY BAND:</b>
<b>FUNCTION:</b>	Fundraising, Marketing & Branding	Support Delivering <b>Specialist/Managerial</b> Technical Lead/Function Head Senior Leadership Team
<b>THE TEAM:</b>	The Partnerships team in Wales, manages The Trust in Wales' public sector fundraising and relationship with Welsh Government, to bring in income and advocate for government policy that better supports young people.	

## WHERE YOU WILL FIT

CEO	Director of Delivery	Director of Delivery - Wales	Head of Partnerships - Wales	<b>Policy &amp; Public Affairs Manager - Wales</b>
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## HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

You will play a key role in ensuring The Trust's education programme Achieve, delivered in Wales, is aligned with the new Welsh Government education curriculum, as well as ensure the Wales leadership team can rely on robust, high-quality intelligence about government policy developments, which impacts the lives of young people. This will involve interactions with policy makers and young people as well as liaising with colleagues across The Prince's Trust.

## WHAT WILL YOU DO?

-  Enhance The Trust in Wales' insight, understanding, alignment and influence of Welsh Government Education policy.
-  Support the Partnership's Team with securing a multi-year funder for The Trust's Education programme.
-  Co-ordinate meetings and visits for senior politicians including Ministers, ensuring these events are well-run and communicate key messages effectively.
-  Produce effective government policy consultation responses on issues including education and skills, employment, mental health and more.
-  Keep the wider Prince's Trust informed about the Welsh policy and political landscape, analysing developments to identify opportunities and threats to delivery or funding.
-  Supply high quality briefing materials for senior staff engaging with politicians and civil servants.
-  Organise high-quality, impactful events - including online events - which may include formal public affairs events, debates, or roundtables, and focus groups with young people.
-  Work with the communications team to manage media about visits, events, research publications, and press enquiries on policy issues.



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## THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

### WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Solid knowledge of Welsh Government and Westminster processes and mechanisms for influencing policy	We work within the political system, so an understanding of how it works is critical
Good knowledge of current landscape of government policy which relates to young people	To best support young people, we need a good understanding of government policy which impacts them
Strong ability to build excellent working relationships internally and externally with good influencing and diplomacy skills	Relationship management and networking is a core part of what the team does
Excellent written and verbal communication skills, and strong analytical skills to understand complex policy documents	The team needs to translate complex information into easy-to-understand briefings for the organisation
Experience	Why do we need this?
Experience – paid or unpaid – of working in a political environment, for example: campaigning for a charity; working for an MP; or working in local or national government	As a busy team, this will help ensure that you can hit the ground running
Experience of working in a high-pressure environment and managing competing priorities	The team often works to short deadlines, with requests for important activities coming in at the last minute

### WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience of working in - or with - the third sector	Understanding how the charity sector works and the challenges it faces would be an advantage.
Skills & Knowledge	Why do we need this?
Ability to speak Welsh	A desirable skill when working with Welsh Government
A qualification in politics or a related field would be an advantage but is not essential	This knowledge would be a helpful asset in the role - but can be built over time if needed

# WHAT DO WE EXPECT FROM YOU?



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## OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

 <p><b>Inspiring</b> We lead by example</p>	 <p><b>Approachable</b> We are open minded and value diversity</p>	 <p><b>Empowering</b> We enable positive change</p>	 <p><b>Non-Judgemental</b> We focus on the potential, not the past</p>	 <p><b>Passionate</b> We are absolutely committed to supporting young people</p>
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Here at The Prince's Trust, we're committed to equality, diversity, and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity, and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by PT CAN (our Cultural Awareness Network), PT GEN (Gender Equality Network), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBT Network). For more information, [click here](#).

## OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works in at a specialist/managerial level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
<p>You inspire others through passion for what we do You keep young people and our end goal in mind You build trust in others through reliability and holding self-accountable for success Resilient in the face of challenges, not taking constructive criticism personally You're authentic and bring unique talents to work, encouraging others to do the same You role model integrity and act according to our Values</p>	<p>You champion change initiatives and help others see the benefits and opportunities You take an entrepreneurial approach to improving how we do things You seek opportunities to enhance own development and build expertise You role model a positive and constructive approach to giving &amp; receiving feedback You support others in adapting to change</p>	<p>You're approachable, clear, and assertive You cascade important and relevant information to others clearly and swiftly You treat people as individuals, tailoring communication and influencing style accordingly You communicate difficult messages and challenge others' thinking effectively You listen to and empathise with others to understand the root of situations before responding</p>	<p>You role model effective and mutually supportive teamwork with colleagues You manage the expectations of others, gaining buy-in where required You share knowledge and information You build and invest in relationships across The Trust You use awareness of how your own team fits within the wider organisation to find solutions</p>	<p>You translate The Trust's long-term vision and strategy into actionable plans &amp; targets You take responsibility for making and implementing logical, data-based decisions You're flexible and responsive as priorities and requirements change You seek solutions and solve problems, empowering others to do the same</p>

## THE WELFARE OF OUR YOUNG PEOPLE

The Prince's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment, we undertake basic disclosure checks in accordance with the Codes of Practice for all roles within the Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.