## Job Description

**Job title: Wales Manager**

**Salary range: £34,324 – £38,760 pa pro rata**

**Reporting to: Head of Policy and Communications**

**Location: Cardiff**

**Management responsibility: No**

**Budget responsibility: No**

**Hours: 28 hours per week**

**Contract: Permanent**

**MAIN PURPOSE OF JOB**

The Living Streets Wales Manager will develop Living Streets Cymru as part of the UK-wide Living Streets, expand its funding base and promote its vision and objectives to stakeholder groups including community members, schools and policy and decision makers in Wales.

The Wales Manager’s main responsibilities will be to represent the charity at events and with the media, promote our work to decision-makers and increase the project work of Living Streets in Wales.

The role will involve developing our presence in Wales to work with communities, schools, supporters and wider audiences, in line with funder and organisational requirements.

**MAIN DUTIES AND RESPONSIBILITIES**

Post holder will develop and deliver the Living Streets Wales Strategic Plan, working across the organisation to implement the Living Streets Strategic Objectives in Wales.

**Policy and Communications**

* To develop our influence with politicians, officials and decision-makers, and stakeholders in line with advocacy and campaign strategies.
* Lead on the development of a new Wales Strategy, in line with the new Living Streets UK strategy.
* To take responsibility for external partnerships within Wales and forge partnerships with other organisations to further Living Streets goals.
* Represent Living Streets Cymru in a range of formal and informal settings, including relevant the Active Travel Board, Senedd committees, Welsh party conferences and other events and conferences.
* To organise proactive policy and advocacy work, such as policy briefings and policy events, to promote the aims of Living Streets.
* To respond to relevant policy consultations and reviews as appropriate.
* To deliver campaigns to promote best practice by professionals and encourage residents to actively engage with ways to improve their local area.
* Develop specific Wales (and Walking Cities: Cardiff) policies to enable liveable streets in the country and contribute to Living Streets wider advocacy.
* Commission the production of bilingual materials to support our project and campaigning work in line with our communications strategy
* Work with the Communications team to provide timely information for media responses and act as a spokesperson as required.
* Publicise the work of Living Streets Cymru and act as media spokesperson and liaison, in consultation with Policy and Communications colleagues.

**Development**

* To grow the presence within Wales, delivering the Strategic Plan for Wales, Living Streets’ wider strategy and business plan objectives.
* To work with colleagues and partners as appropriate, to identify and pursue income generation opportunities within Wales, in particular the new Wales & Borders rail franchise and all future Welsh Government active travel delivery bids.
* To expand the market for Living Streets Services products and work with the Commercial team to develop bilingual materials for the Welsh market. This requires an understanding of the Welsh Language Act duties on the public sector, which includes Local Authorities and Schools.
* To maintain and develop effective relationships with existing and potential funders and funding bid partners.
* To pursue all other avenues in line with our income generation strategy.

**Delivery**

* Liaise with Welsh Government, Local Authorities, partners and funding organisations in identifying delivery leads across Wales.
* To be responsible for effective project delivery within Wales, in line with Living Streets’ local impact strategy and Project Management systems.
* To ensure monitoring and evaluation processes are in line with funder and Local Impact requirements.
* Ensure effective reporting to funders on funder milestones.

**Build a Community for Change within Wales**

* Maintain and strengthen links with our existing network of volunteers and groups in Wales, including developing a Living Streets Cardiff Local Group.
* Recruit established and/or new groups into affiliation with Living Streets, in areas currently unrepresented.
* Work with colleagues to develop supporter numbers and campaign participation within Wales.

**OTHER DUTIES**

* Manage the office to support staff of Living Streets based in Cardiff.
* Ensure effective management of budgets.
* Contribute to the management of the organisation and be an active contributor to staff meetings and internal communications
* Maintain good liaison with other teams and senior managers across the organisation
* Willingness to travel in Wales and occasionally to other parts of the UK.
* Reasonable occasional out of office hours work will be required
* Undertake other duties which may arise from time to time, as requested by the Chief Executive, Director of Local Impact or Head of Policy and Communications.
* Ensure our equal opportunities policy is understood and implemented at all levels
* Adhere to Living Streets policies and procedures, maintaining good liaison across the organisation

**PERSON SPECIFICATON**

**Applicants must be able to demonstrate:**

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| **Criteria** (all criteriaare **essential** unless otherwise stated) | **From application (✓)** | **At interview (✓)** |
| **Experience** |  |  |
| Demonstrable experience of working within and influencing change in an area of public policy in Wales | ✓ | ✓ |
| Experience of identifying and securing income generating opportunities from statutory and charitable sources | ✓ | ✓ |
| **Knowledge and skills** |  |  |
| Ability to be administratively self-supporting and work remotely with other team members | ✓ | ✓ |
| Ability to build and maintain trust with a network of key stakeholders, commanding respect and inspiring confidence | ✓ | ✓ |
| Project management skills and ability to develop, manage and report on plans and budgets | ✓ | ✓ |
| Skilled communicator at all levels (in writing and in person) with experience as a media spokesperson | ✓ | ✓ |
| Knowledge of health, transport and education structures in Wales and the UK | ✓ | ✓ |
| Understanding of Welsh language is **desirable** | ✓ |  |
| **Personal** |  |  |
| Ability to work flexibly, including occasional travel or evening and weekend working | ✓ | ✓ |
| Commitment to equal opportunities and the ability to implement the Living Streets equal opportunities policy | ✓ | ✓ |
| Understanding of, and commitment to, the agenda of Living Streets | ✓ | ✓ |
| Positive, approach to tasks and collaboration | ✓ | ✓ |

**What we offer**

**Terms and Conditions**

* 25 days holiday in year 1 (in addition to public holidays and 2/3 days off at Christmas), rising by 1 day each year of service up to maximum of 30 days after 5 years.
* Pension - 5% employer contribution (employee contribution is not compulsory until April 2019).

After completion of 6 month probationary period:

* Annual interest-free Season Ticket Loan
* Cycle To Work Scheme (cheap cycle and cycle equipment purchase).
* Flexible working/home working agreement arrangements possible