



**Cartrefi
Cymunedol
Cymru**

**Community
Housing
Cymru**

Recruitment Pack: Policy & External Affairs Assistant

£18,896 – £19,891

Fixed term contract for up to 18 months

Closing date for applications: 9am, 1 October 2021

member of aelod o



promoting equality in housing
hybu cydraddoldeb ym maes tai

General enquiries

www.chcymru.org.uk

02920 674 800

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Rhif Cofrestru | Registration Number: 2380564

Rhif Cofrestru Elusen | Charity Registration Number: 1128527



Policy and External Affairs Assistant

£18,896 rising to £19,891 **+ generous benefits** **+ flexible approach to work base**

after 6 months probation

Community Housing Cymru is the membership body for Housing Associations in Wales. Our members provide homes and housing services to 10% of the Welsh population. Last year they invested over £1 billion into the economy and 85p in every pound they spent stayed in Wales. Our job is to enable them to be brilliant.

Housing associations have big ambitions to help solve the housing crisis in Wales – we want good housing to be a basic right for all. This means we want more homes across Wales, homes which are genuinely affordable and homes which are great quality and fit for the future.

The successful post holder will be joining us at the start of a new Welsh Government term and the sixth Senedd. This is an exciting time to help us make the case that prioritising a decent and affordable home as the starting point for successful lives and successful places will help foster a fair, green and sustainable recovery from the pandemic.

This is an exciting and varied new role which will see the successful post holder deliver a high quality support service to the Policy and External Affairs team including research, planning and organising events and meetings, building relationships and undertaking written work to support our policy, campaigning and lobbying function.

If you are you are a team player who wants to make a difference and are enthusiastic about playing your part in ending the housing crisis, then this role could be yours!

CHC has signed up to Tai Pawb's [**Deeds Not Words Pledge**](#) and is currently working with an external advisor and our members on our equality and inclusion strategy. **We particularly welcome applications from people from diverse backgrounds as we seek to better reflect the communities we represent.**



Timescales

Closing date – 9am 1 October

Shortlisting – 6 October

Virtual interviews – 14 October



About Community Housing Cymru

As the umbrella body for housing associations in Wales, we are proud to represent our members who provide homes and services to 10% of the Welsh population. Our job is to ensure that the sector continues to prosper in Wales and is equipped for the future.

Our Staff team

We are a dedicated staff team who work together to enable our members to be brilliant. Our culture is open, trusting and caring and our values not only reflect how we work with each other but also how we work with our members and stakeholders. Staff have the freedom to perform their job when and where they work best.



We encourage innovation and we are always exploring new ways to do things better. We will continue to support staff to work flexibly with a focus on outcomes.

We have 22 members of staff who work across two teams: -

- » **Business Services – HR, IT, Admin, Finance, Events & Business Development**
- » **Policy and External Affairs – Policy, Communications, External Affairs & Members Services**

Since the pandemic, we have worked remotely. Our current office is based in Cardiff however with our lease due to run out in June 2022, and reflecting on how we have performed over the last 16 months and our staff preferences to be office based for up to 1 or 2 days a week post pandemic, we are currently looking at future space requirements and ways of working.

From September, we will be trialling a locate for the day principal (enabling staff to choose where they would best work (it could be home, a coffee shop, our offices or a local hub). We envisage that the full staff team would come together at least once a month to collaborate, innovate and socialise.

Our focus is to deliver brilliant services to members with a digital first approach to working and service delivery.

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Our Aim:

By 2022

- » We will be regarded by members as an invaluable and highly effective membership body.
- » We will be recognised and valued by stakeholders and use this platform to make the case for housing associations in Wales.
- » We will harness the sector's appetite to do things differently.
- » We will be the leading voice on housing issues in Wales.
- » We will provide excellent member services which add value and makes it easier for members to do their job.
- » We will be a financially sustainable organisation.

Our vision:
**A Wales where
good housing is
a basic right for all.**

Our Strategic Priorities:

1. Influencing Our Members' Operating Environment
2. Telling The Sector's Story
3. Delivering Excellent Member Services
4. Equipping Members for the Future
5. Running a great member organisation

Our mission:
**Enable Welsh housing
associations to be
BRILLIANT**



Our Values

Transparency

We are open and accessible
in all that we do

AccQuntable

We deliver on our commitments
and are responsible to our
members & each other

Innovation?

We will actively identify new
ways to deliver the best
service we can

Adaptability

We are flexible and
responsive to change

Inclusivity

We value and embrace the diverse
nature of our membership and staff

Ambition

We challenge ourselves and our
environment to achieve the
best outcome



About the role

To deliver a high quality support service to the Policy and External Affairs team including research, planning and organising events and meetings, building relationships and undertaking written work to support our campaign and lobbying function.

Main contacts

- » Housing Associations, CHC staff, Researchers, and the housing association trade bodies of England, Scotland and Northern Ireland.

Objectives

- » Undertake research and analysis to support the work of the Policy and External Affairs team.
- » Draft blogs, articles and use social media to highlight CHC's campaigning activity.
- » Assist in the planning and organisation of events which support CHC and our member's campaigning activity. Build relationships with, housing association members and external partners necessary to support the work of the team.
- » Support the team to influence by, analysing responses from members, undertaking desktop research, compiling briefings and organising meetings, events and webinars.
- » To provide timely and accurate advice and information to our members as and when requested.
- » To maintain effective relationships with colleagues and work collaboratively through sharing expertise and developing team processes and protocols.
- » Support political monitoring and highlight key issues and opportunities for CHC and our members on a weekly basis.
- » Work with Central Services to update CRM to ensure an up to date database of external affairs contacts.
- » To undertake other duties commensurate with the post as requested.
- » To undertake learning and development to fulfil the needs of this post.
- » To maintain effective relationships with colleagues and work collaboratively through sharing expertise and developing team processes and protocols.





About the team

You will report to one of our Policy and External Affairs Managers and work across the PEA team.



Rhea Stevens

Head of Policy & External Affairs
rhea-stevens@chcymru.org.uk
02920 674 807 | 07443 822 978



Will Henson

Policy & External
Affairs Manager



Bethan Proctor

Policy & External
Affairs Manager



Hayley MacNamara

Policy & External
Affairs Manager



Clarissa Corbisiero

Director of Policy
& External Affairs /
Deputy Chief Executive



Laura Courtney

Head of Policy & External Affairs
laura-courtney@chcymru.org.uk
02920 674 803 | 07443 969 768



Vacant

Policy & External
Affairs Manager



Sarah Scotcher

Policy & External
Affairs Manager



Bryony Haynes

Policy & External
Affairs Policy Officer

Meet the team!



What are we looking for?

Listed below are the requirements needed to undertake this job. These will form a key part of the selection process and your ability to meet these criteria should be demonstrated in your submission.

E - Essential D - Desirable

| | | |
|---------------------------------|--|--|
| Qualifications | » 5 GCSEs - E | |
| Experience and Knowledge | <ul style="list-style-type: none"> » Experience of undertaking analysis and research - E » Experience of using social media - E » Up to one year's work experience, ideally in a team role - D » A passion for politics and policy making, an interest in current affairs and a passion to learn more about the political environment - D » Experience of organising events and meetings - D | <ul style="list-style-type: none"> » Experience of compiling responses to government consultations or similar activities - D » Experience of developing and maintaining effective working relationships - D » Works well with people and has a proven track record of working as a team member - D |
| Skills | <ul style="list-style-type: none"> » Ability to work on several projects at any given time - E » A team player - E » Confident and friendly - E » Diplomatic with strong interpersonal and listening skills - E » Strong written communication skills - E | <ul style="list-style-type: none"> » Excellent interpersonal skills - E » Strong analytical skills – ability to identify common themes and trends in data or qualitative material - D » Ability to speak and write in Welsh - D |



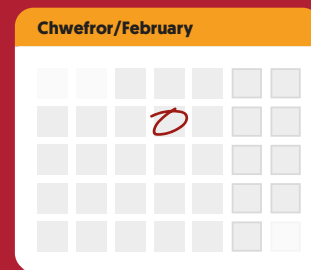
What do you get in return?



Pay: £18,896 rising to £19,891 after successful 6 months probation.



Hours: Role is based on 35 hours week – flexible working. The post is a fixed-term contract for 12 months.



Holidays: 25 days rising by one day for each completed year of service, to a maximum of 30 days and all public holidays.

Four additional days off during Christmas and New Year holidays.

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Probation and Supervision: Six months probation period.



Gym: £25 subsidy / month.



Cash Health Plan: Paid for cash health plan (*Simply Health*).



Notice Period: One week. After six month probation, four weeks.



Pension: Social Housing Pension Scheme Defined contributions scheme. Employer contributions at 5%.



Learning and Development: Individual budget.



Benefits: Enhanced sick, maternity/ adoption and sick provisions.



Work from anywhere: A locate for the day principal (enabling staff to choose where they would best work (it could be home, a coffee shop, our offices (currently Cardiff based) or a local hub) will be followed. However, there will be monthly occasions where all staff will come together to collaborate, innovate, and socialise.



How to apply

- » **Complete the Submission form** which you will need to outline in no more than 1,000 words how you meet the **experience criteria** set out in the '*what are we looking for*' part of the job specification.
- » **You MUST also include a tailored CV** in relation to your application for this role (max of 2 pages). CVs on their own will NOT be accepted.
- » **Equal opportunities form.** This form will not be used at any stage of the recruitment process, and will be separated from your application form immediately on its receipt. Any information given on this form will remain confidential and will only be used for monitoring purposes to assess the effectiveness of our equal opportunities policy.

If you want to have an informal chat about the vacancy, please contact **Rhea Stevens, Head of Policy and External Affairs** on 07443 822 978 or email rhea-stevens@chcymru.org.uk.

The completed submission form, CV and equal opportunities form must be emailed and marked Private and Confidential Policy & External Affairs Manager to terryanne-oconnell@chcymru.org.uk by 9am 1 October.

All forms will be held for 6 months in line with best practice to ensure we are able to give feedback to unsuccessful candidates and to support the organisation if a claim was brought against it.

Virtual interviews will be held on 14 October.

Best wishes and good luck if you decide to apply.

Phillipa Knowles
People and Business
Director

A handwritten signature in black ink that reads 'Phillipa'.

