



**Cartrefi
Cymunedol
Cymru**

**Community
Housing
Cymru**

Recruitment Pack: Policy & External Affairs Manager

£37,099 – £39,052

Fixed term contract – 12 months from Sept 2021

Closing date for applications: 9am, 30 September 2021

member of aelod o



promoting equality in housing
hybu cydraddoldeb ym maes tai

General enquiries

www.chcymru.org.uk

02920 674 800

Cofrestrwd dan y Ddeddf Cwmniau 1985

Registered under the Companies Act 1985

Rhif Cofrestru | Registration Number: 2380564

Rhif Cofrestru Elusen | Charity Registration Number: 1128527



Policy and External Affairs Manager

£37,099 rising to £39,052 + 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 an exciting time. Our campaign [‘Home!’](#) ahead of the Senedd election gained real traction with all political parties. The new government has big ambitions for housing and there are significant opportunities for housing to play its part to tackle the big challenges we face to our economy, health and climate over the coming years.

We have an exciting opportunity to join our Policy and External Affairs team for 12 months to cover a secondment, where you will:

- » Manage projects that influence policies and funding to improve the operating environment for housing associations in Wales. Helping them to build more homes, invest in existing ones and provide high quality support and care.
- » Build relationships and engage with senior partners to build alliances and influence policy and political views.
- » We will expect you to be agile and to work across a variety of policy areas with an initial focus on health and social care.
- » Represent our members and make their case. Advocating for them and telling their story in the media and to decision makers at national and regional level.

We’re looking for someone who is enthusiastic about playing their part in ending the housing crisis. If this sounds like you then please read on.

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 to promote a more inclusive environment, which attracts all candidates and signals our commitment to celebrate and promote diversity. We welcome applications from people of all backgrounds.

Consideration will also be given to secondment requests with current employer approval prior to application.



Timescales

Closing date – 9am 30 September
Virtual interview – 11 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 play a key role in managing projects which underpin our policy, public affairs and campaigning activity.

The Manager will develop and build relationships with senior partners in government, officials, elected representatives, the wider third sector and other key stakeholders.

Key contacts

- » CHC staff, Housing Association Chief Executives, Directors/Managers and Officers, MSs, MPs, Welsh Government, Political Advisors & Special Advisors, Local Authorities, Consultants, Local and National Media, Third Sector Organisations and the housing association trade bodies of England, Scotland and Northern Ireland.

Objectives

- » Manage projects that influence policies and funding to improve the operating environment for housing associations in Wales.
- » Build relationships and engage with senior partners to build alliances and influence policy and political views.
- » Lead our work on a range of policy areas with an initial focus on health and social care.
- » Lead the delivery of one or more Strategic Delivery Groups which are one of CHC's key ways of engaging with its members.
- » Work with senior members of housing associations across Wales to develop policy positions and campaigns based on the views and experiences of our members.
- » Represent CHC at a range of events and meetings.
- » Identify commercial opportunities and conferences which bring value to our members and work with the Business Development team to bring these to fruition.
- » Commission and undertake research and analysis directly necessary to build a compelling evidence base to forward the case for housing associations.
- » To represent CHC and raise the profile of our work in local and national media.
- » Work with colleagues across the organisation to ensure that we maximise opportunities to progress our campaigns and develop a strong offer to members.
- » Provide verbal and written briefings internally for senior staff and externally to ministers and other senior figures.
- » To undertake line management responsibilities if required.
- » 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 the Head of Policy and External Affairs and may line manage staff within the 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	» Relevant degree - D	
Experience and Knowledge	<ul style="list-style-type: none"> » At least 2 years working in a policy development or political influencing role - E » Excellent written, communication and presentation skills - E » Excellent interpersonal skills - E » Excellent influencing skills - E » Strong understanding of Welsh Government and local government structures and policy making - E » Experience of working in a pressurised environment - E » Up to date knowledge on current affairs including housing or health and social care issues - E » Ability to analyse data and commission research effectively - E 	<ul style="list-style-type: none"> » Strong relationships with key political or policy stakeholders, or a proven ability to develop and nurture such relationships - E » Experience of managing projects and campaigns - E » Experience of working in a team environment - E » Experience of working in a membership organisation - D » Proven experience of line managing staff (including setting objectives, motivating staff, performance management) and strong team-building skills - D » Strong understanding and experience of working with and influencing MSs and/or MPs - D
Skills	<ul style="list-style-type: none"> » Good political judgement - E » A 'can-do' attitude – you can make things happen - E » The ability to influence stakeholders - E » Initiative and ability to work without direct supervision - E » Diplomatic with strong interpersonal and listening skills - E 	<ul style="list-style-type: none"> » Demonstrates creativity and use of imagination - E » Willingness and ability to travel across Wales - E » Experience of using social media - E » Ability to speak and write in Welsh - D



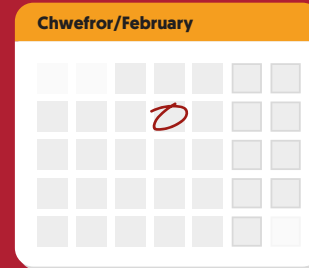
What do you get in return?



Pay: £37,099 rising to £39,052 after successful 6 months probation.



Hours: Role is based on 35 hours week – flexible working. The post is a secondment cover for 18 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 3 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 30 September.

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 11 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".

