



## **Public Affairs and Policy Advisor**

**Salary: £39,000 per annum**

**Generous benefits, work from home at  
any UK location of your choice.**

**Closing Date: 5pm, Friday 20 June 2025**

**Shortlisting: 23 - 27 June 2025**

**Interviews: 2 July 2025**



# Public Affairs and Policy Advisor

## Role overview

Are you politically engaged, great at building relationships and passionate about making positive change happen? Community Housing Cymru (CHC) is searching for a Public Affairs and Policy Advisor to play a fundamental role in shaping the future of social housing in Wales.

In this newly created role, you'll coordinate CHC's public affairs activity, build trusted relationships across the political spectrum, and drive meaningful policy change to support housing associations achieve their goals. With Welsh elections taking place next year, and expansion of the Senedd, this is an exciting time to join our talented, creative and passionate team. If you have a sharp understanding of Welsh politics and a strong track record of securing positive policy change through campaigning and public affairs, this role offers an exciting opportunity to make a huge impact.

We're looking for a proactive communicator and team player who thrives in a fast-paced environment, can analyse complex policy challenges and translate them into effective campaigns for change. You'll be at the forefront of ensuring housing remains a cross-party priority. Your ability to engage with stakeholders, collaborate across teams, and navigate complex policy landscapes will be instrumental in driving change. If you're ready to use your expertise to influence policymakers and develop strong partnerships, this is the role for you!

## About Community Housing Cymru

Community Housing Cymru (CHC) is the membership body for housing associations in Wales. We represent 30 non-profit organisations who provide social housing and related services in communities across the country. Our members house over 10% of the Welsh population and are committed to delivering high-quality affordable homes, tackling poverty, and improving lives.

## 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 20 members of staff who work across three teams:**

- 1. Business Services: HR, IT, Admin, Finance, Governance**
- 2. Member Engagement & Events and Governance**
- 3. External Affairs: Policy, Communications, External Affairs**

In the main, staff at CHC work remotely. We have a small office space in Cardiff and are actively looking at options for a future space suitable for more collaborative working.

When working remotely, we encourage staff to locate for the day, enabling you to determine where you would work best to drive the greatest impact for CHC and our members be that from your home, one of our member's offices, a co-working space local to you or a coffee shop.

Relationships are at the heart of all our work. In-person time with your colleagues, our members and partners is an essential part of building the relationships we need to succeed and is an expectation of all staff.

We come together face to face as a full staff team, presently every six weeks - and usually in Cardiff - to collaborate, innovate and build relationships with each other. We provide every member of staff with the tools and equipment they need to be brilliant in their job. We cover travel expenses for work purposes.

## **Our Strategic Priorities**

For over thirty years, we have been working with our members to make Wales a country where good housing is a basic right for all. Together we have taken great strides towards achieving this goal, but we know that housing associations, their tenants and communities face new pressures and unprecedented challenges. [Our corporate plan](#) sets out the actions we will take to support our members to sustain their communities while we continue to fight for the changes needed to achieve this vision.

Over the next four years, we will be focused on the actions that will support our members to make the biggest difference in their communities. We will work hard to secure a stable and sufficient funding and policy framework to support investment in new and existing homes and support services.



We will do this by representing our members, acting as an influential voice to secure change. We will act as a hub to bring our members together to find collective solutions to the challenges we face. By 2027, we want the sector to have bounded forward once more, and have achieved each of the goals set out below.

1. Secure the tools, funding and policy that supports good quality housing association homes.
2. Influence the policy environment so that housing associations can continue to provide homes that are affordable, and effectively support tenants facing financial hardship.
3. Promote trust in housing associations and support them to build strong partnerships locally.
4. Ensure that CHC is an agile and inclusive membership body and an exemplar employer.

## **Equality, Diversity, and Inclusion Statement**

At Community Housing Cymru, we are committed to creating an inclusive and diverse workplace where all employees feel valued, respected, and supported.

We believe that a diverse workforce helps us better understand and respond to the needs of our members and the communities we serve.

We welcome applications from all individuals regardless of age, gender identity, disability, race, religion, sexual orientation, or any other characteristic protected by law. We are committed to ensuring that our recruitment processes are barrier-free and inclusive to enable all applicants to apply with confidence.

Please note that CVs will only be reviewed ahead of an interview and will not be considered as part of the initial shortlisting process. However, should a large number of applications be received, CVs may be used to assist in shortlisting candidates to the interview stage. Key personal information such as name, age, educational institutions, etc., will be removed beforehand.

Key personal information contained within personal statements will also be removed before they are considered for initial shortlisting. We would be grateful if candidates could avoid including these in the first instance.



Applications are particularly welcome from disabled people and black and ethnic minority people. We guarantee to interview these applicants who meet the minimum criteria for the role.

We want you to have every opportunity to demonstrate your skills, ability and potential. Please contact us if you require any assistance or reasonable adjustments to the application process.

## Our Values





## Overall purpose of the post

The Public Affairs and Policy Advisor supports Community Housing Cymru's advocacy work by building cross-party relationships, coordinating public affairs activity, and driving policy change to strengthen the role of housing associations in Wales.

## Key objectives & responsibilities

- To help implement our public affairs activity: identifying risks and opportunities, coordinating public affairs activity across the Policy and External Affairs team.
- To build relationships on a cross party basis and to support our members to build strong relationships locally with MS, MPs' and local elected members; helping to ensure social housing remains a cross party political priority and that housing associations are viewed as key players in ending the housing crisis in Wales.
- To support CHC secure positive change on behalf of housing associations in Wales by effective advocacy activity.
- Build strong, trusted and impactful networks and relationships with our members, external partners, and decision makers to support efforts to secure change.
- Co-ordinate policy development activity on key projects. This should include working proactively with our members and partners to build a strong and robust case for action and reform via effective engagement, relationships, evidence and public affairs activity.
- To represent housing associations in Wales at a range of events, influencing opportunities and in the media.

A full copy of the role description is here. You will report to the Head of Policy and External Affairs.

## Meet the current Policy and External Affairs team!

- Rhea Stevens - Director of External Affairs (maternity cover, substantive role Head of Policy and External Affairs)
- Elly Lock - Head of Policy and Research
- Bethan Proctor - Head of Policy and External Affairs (maternity cover, substantive role Policy Lead)
- Hayley Macnamara - Policy Lead
- Bryony Haynes - Policy Lead



- Bethany Howells - Policy Lead (maternity cover, substantive role Research and Policy Advisor)

## 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 and/or experience
<b>Experience, knowledge and skills</b>	<p>Essential:</p> <ul style="list-style-type: none"><li>• At least 2 years working in a public affairs or campaigning influencing role</li><li>• Experience of securing reform and change through policy, public affairs and effective research development</li><li>• Experience of scrutinising legislation and engaging in the legislative process.</li><li>• Ability to develop strong and trusted relationships with decision makers and politicians on a cross party basis.</li><li>• Developed understanding of the Welsh political environment and strong networks.</li><li>• Experience of working in a pressurised environment, where flexibility is key.</li><li>• Experience of implementing successful and impactful campaigns or projects</li><li>• Excellent written skills including the ability to tailor content to different audiences</li><li>• Experience of public speaking, including media</li><li>• Ability to use data, research, and engagement to measure and evaluate the impact of our work and to build a case for change</li><li>• Travel is required to build strong and trusted relationships and deliver our work.</li></ul> <p>Desirable:</p> <ul style="list-style-type: none"><li>• Ability to speak and write in Welsh</li><li>• Ability to manage multiple projects at one time</li></ul>



# Benefits

## Pay

£39,000

## Hours

Role is based on 35 hours a week – flexible working.

## Holidays

25 days rising by one day for each completed year of service, to a maximum of 30 days and all public holidays (pro rata for PT staff). Plus four additional days off during Christmas and New Year holidays.

## Probation and supervision

Six months probation period.

## Gym

£25 subsidy per month.

## Cash health plan

Paid for cash health plan (Simply Health).

## Notice period

After 6 months probation, 3 months.

## Benefits

Enhanced sick, maternity/adoption provisions.

## Pension

Social Housing Pension Scheme Defined contributions scheme. Employer contributions of a maximum of 8%.

## Learning and development

Individual training budget





## How to apply

- You will need to complete a submission form outlining, in no more than 800 words, how you meet the experience criteria set out in the 'what we are looking for' section. Please also refer to the full role description as part of your submission and tell us why you want this job.
- You MUST also include a tailored CV in relation to your application for this role (max of 3 pages).
- You will also need to complete an 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@chcymru.org.uk](mailto:Rhea-Stevens@chcymru.org.uk)

The completed form, CV and equal opportunities form must be emailed and marked

**Private and Confidential - Public Affairs and Policy Advisor to**

[Gemma-Beck@chcymru.org.uk](mailto:Gemma-Beck@chcymru.org.uk)

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.

We look forward to receiving your completed submission.