



# **Research and Policy Advisor**

**Salary: £39,000 per annum**

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

**Closing Date: 5pm, 29th September 2025  
Shortlisting: 1st October 2025  
Interviews: 9th October 2025**



# Research and Policy Advisor

## Role overview

Are you an analytical thinker with a passion for driving change through evidence? We're looking for a Research and Policy Advisor to lead our research programme and help shape the future of social housing in Wales. You'll turn data into insight, working across teams to develop robust evidence that supports our policy positions and advocacy work. From coordinating research to advising on commissioned projects, you'll play a key role in ensuring our campaigns are grounded in credibility and impact.

In this dynamic and collaborative role, you'll also lead on a portfolio of policy projects, building trusted relationships with members, partners, and decision makers. You'll help us make the case for continued investment in social housing and support our external communications. If you're a strategic thinker with strong analytical skills and have a passion for the social housing sector, we'd love to hear from 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**

Staff at CHC work remotely at least some of the time, and all our contracts are home based. We do also have a small office space in central Cardiff where colleagues are encouraged to come together and collaborate to support their work.

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 are committed to ensuring that our recruitment processes are barrier-free and inclusive to enable all applicants to apply with confidence.

We welcome applications from all individuals regardless of age, gender identity, disability, race, religion, sexual orientation, or any other characteristic protected by law.

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.

Your application, including CV, will be reviewed separately prior to shortlisting to redact names, educational institutions, gender and any other relevant information. This is to reduce unconscious bias and promote equal opportunity. Please endeavour to remove these from your application in the first instance to aid us in this.

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

**Integrity** 🤝 We are fuelled by our passion and purpose, to support our members to improve the availability of good, affordable homes for people in Wales We take the responsibility of being the voice of the sector seriously We are agile and transparent in how we meet our members' needs

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**Impact** 🚀 We are flexible, curious, creative, and dedicated to solving challenges We are a small team which makes a big impact, driving progress to achieve the best outcomes by supporting, challenging and inspiring each other

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**Inclusivity** ❤️ We are committed to fairness, inclusion and diversity



## Overall purpose of the post

The Research and Policy Advisor plays a central role in shaping CHC's evidence-based policy and advocacy work. They will lead the development of a proactive research programme, coordinate research projects, and provide expert analysis to inform strategic decision-making. This role is key to ensuring our policy positions are credible, impactful, and aligned with member priorities - supporting CHC's mission to secure investment and improve housing outcomes across Wales.

## Key objectives & responsibilities

- To drive forward CHC's research programme to ensure that we have a strong evidence base to make the case for continued investment in social housing in Wales and ensure our wider advocacy work is based on a strong evidence base.
- To provide in-house analysis of key data sources, both quantitative and qualitative, to support our advocacy activity and coordinate research activity across the Policy and External Affairs directorate.
- To 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.
- Lead policy development activity on key projects and issues. 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 Research.

## Meet the 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



- Josh Lovell - Public Affairs and Policy Advisor
- Tom Spare - Communications Advisor
- Alex Myles - External Affairs Assistant

## 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.

Qualifications	<ul style="list-style-type: none"><li>• Relevant degree</li></ul>
Experience, knowledge and skills	<p><b>Essential:</b></p> <ul style="list-style-type: none"><li>• At least 2 years working in a policy development or research role. Experience of securing reform and change through policy, public affairs and/or effective research development</li><li>• Excellent quantitative and qualitative research skills.</li><li>• Ability to review and critically appraise data.</li><li>• Ability to design, develop and use appropriate methods and tools to deliver high quality research.</li><li>• Experience of project management and commissioning external partners.</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><b>Desirable:</b></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, skills and knowledge criteria set out in the 'what we are looking for' section and 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.
- Please state when applying if you'd like to be considered for the guaranteed interview scheme mentioned in the section above on equality and diversity.

If you want to have an informal chat about the vacancy, please contact [elly-lock@chcymru.org.uk](mailto:elly-lock@chcymru.org.uk)

The completed form, CV and equal opportunities form must be emailed and marked **Private and Confidential – Research and Policy Advisor** to [recruitment@chcymru.org.uk](mailto:recruitment@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.