



Llais y Goedwig

Job description

Development Officer - Policy

Job title:	Development Officer - Policy
Responsible to:	ENRaW Project Manager
Salary:	£27,000 per annum pro rata paid monthly in arrears
Location:	Flexible, with regular contact with and travel to the Llais y Goedwig main office in Machynlleth
Duration:	This is a fixed term contract from October 2019 to March 2022
Hours:	22.5 hours per week (0.6FTE based on standard 7.5 hr working day), usually Monday to Friday. Occasional evening work and weekend may be required.
Statutory leave:	25 days (pro rata) plus public holidays.
Probation period:	The post is subject to the successful completion of a three-month probationary period.
Pension:	Eight percent of salary for standard contracted hours (in addition to salary as stated above).

JOB OVERVIEW/OBJECTIVES

This Development Officer role has a particular emphasis on Policy development, ensuring that Llais y Goedwig members benefit from the numerous opportunities for partnership working, collaboration and synergies with other organisations that exist in the statutory and

voluntary sectors in Wales, and to help Llais y Goedwig ensure that the community woodland voice is heard in the necessary policy level arenas and debates in Wales.

To achieve this - the officer will work alongside the Programme Manager and in close collaboration with other Llais y Goedwig staff, members and partners to:

- Ensure that Llais y Goedwig members are kept abreast of the latest developments and initiatives in the sector that could be of benefit to them
- Ensure that Llais y Goedwig members voice and concerns are heard in important debates and arenas (rational, articulate, evidence-based voice) at a regional and national level
- Ensure that Llais y Goedwig has good links with statutory and voluntary sector organisations, ensuring appropriate collaboration with others in the woodland sector - avoiding duplication and building synergy.
- Develop the Llais y Goedwig Policy Advisory Group (PAG) with interested members, provide secretariat services
- Provide support to the Project Manager in developing new projects and income streams that will benefit LlyG members

RESPONSIBILITIES AND KEY TASKS

The Policy Development Officer will work under the direction of the Llais y Goedwig volunteer Board, and in close collaboration with other Llais y Goedwig staff, Llais y Goedwig members and partners to:

- Prepare written articles, updates, blogs, resources etc. for sharing with members through various Llais y Goedwig media
- Give talks & presentations, write blogs and articles on community woodlands to ensure the public and other organisations are aware of their benefits and challenges
- Research, survey, gather evidence and prepare briefs on developments of value to community woodlands and on constraints, problems and opportunities identified by Llais y Goedwig members
- Assist Llais y Goedwig Board and members to effectively engage with consultation and development exercises from bodies in Wales, including the statutory, independent and private sectors
- In conjunction with the board and Project Manager identify the most appropriate person to represent LlyG at local, regional and national events and meetings and ensure prompt reporting to Board and members. Represent LlyG at meetings and events as appropriate
- Assist Llais y Goedwig Board, staff and members to form effective working partnerships with other organisations to benefit network members
- Gather and evaluate evidence needed to monitor progress on the delivery of funding outcomes

- Identify ways for Llais y Goedwig to generate income, assist in preparation of funding bids and work programmes
- Assess the effectiveness of the implementation of the Wellbeing and Future Generations Act at the community woodland group level
- Update board and network members on policy and engage membership in relevant consultations

Undertake other tasks as directed by the Llais y Goedwig board

SKILLS, KNOWLEDGE & EXPERIENCE

- Evidence gathering, surveys, report writing
- Working knowledge of relevant Forestry and Environment Policies in Wales
- Ability to prepare briefs for Llais y Goedwig members and Board quickly
- Ability to prepare and deliver presentations to a range of audiences
- Experience of community woodlands or other community environmental initiatives
- Excellent interpersonal skills - you will have to develop effective working relationships with groups and other organisations such as Welsh Government Policy leads, local councils, NRW and other voluntary sector organisations quickly and effectively
- Ability to work on your own frequently but also to work under direction & collaboratively
- Good project working skills – drafting and revising plans and proposals, undertaking evaluations, reporting and meeting tight deadlines
- Inspire trust and confidence – while being a connector and a facilitator
- Willing to transfer knowledge and skills to others
- An understanding of working in devolved and Local Government in Wales
- Able to communicate in Welsh and English (preferable)

REPORTING AND SUPERVISION

- 3 month probationary period
- You will work under the direction of the Programme Manager – to an agreed monthly work plan
- Provide formal written progress reports to the Llais y Goedwig Board (via the Project Manager) every 3 months for inclusion in WG reports and grant claims
- Provide monthly progress reports, timesheets and expenses claims forms to your line manager
- Ensure that you adhere to the LlyG staff handbook in terms of policies, procedures and conduct