

Understanding Welsh Places (UWP) Project Officer Job Description

The IWA is an independent think tank working to make Wales better. Our vision is to help create a Wales where everyone can flourish. An independent charity, we are funded solely by our members, charitable trusts and foundations and our own commercial activity. We act as a catalyst for change. We stimulate challenging debate and work with our members and others to spark practical, new ideas and capitalise on Wales' potential.

About this project

The Understanding Welsh Places (UWP) Project, funded by the Carnegie (UK) Trust, aims to collate data-driven insights that will inform national and local policy decisions, contribute to more empowered and resilient communities, and improve the wellbeing of individuals.

The UWP project will result in a practical, simple, mobile and interactive tool that anyone can use to draw data-driven conclusions about their town and how it compares with others. A consortium of Welsh partners, convened by the IWA, will shape a new, bespoke version for Wales, drawing on existing expertise and experience. The new tool will be loosely based on a highly successful similar undertaking in Scotland, known as Understanding Scottish Places, www.usp.scot.

Welsh Government are funding Carnegie (UK) Trust to develop the data tool itself, while the Carnegie (UK) Trust are, separately, funding the IWA to convene the consortium of partners. IWA's role is therefore to act as an independent convener and facilitator of the project.

Job Purpose

The UWP Project Officer will support the effective and collaborative delivery of the project by the consortium of UWP partners, and will play a key role in communicating the project externally.

Who are we looking for?

We are looking for a dynamic UWP Project Officer to join our small, friendly, digitally savvy and high-performing team.

The successful candidate will have great organisational, communication and people skills, be digitally literate, curious about the connections between different policy areas and will be keen to learn new skills on the job.

The UWP Project Officer will work closely with the IWA Director and our Policy, Projects and External Affairs Manager. The post will be based in the IWA's Cardiff Bay offices, however some flexible or remote working will be required. Occasional travel may also be required as part of the role.

There are two main aspects to this role:

1. Play a key role in supporting the effective planning, coordination and delivery of the UWP project by the consortium of partners in line with the agreed timescale
2. Develop and maintain strong partnerships and communicate effectively with the consortium of partners and other stakeholders to maximise the project's impact and positively influence key audiences

Responsibilities will include, but not be limited to:

Project planning, coordination and delivery

- Support the consortium of partners to create a detailed project workplan, and to manage effective delivery against this within a tight timescale
- Coordinate and monitor simultaneous work streams within the project
- Provide a secretariat function (arranging meetings, taking minutes, following up on agreed actions) for the Understanding Welsh Places consortium of partners consisting of respected practitioners, academics and digital experts
- Produce regular internal and external reports on project progress, including for project funders
- Capture learning from the project and its process so it can be shared with others

Developing Partnerships and communications

- Ensure effective communication with the consortium of partners and with all key stakeholders
- Help shape and deliver an effective communications strategy for the project to disseminate information to project stakeholders and key audiences across Wales

- Support the preparation and delivery of an influencing strategy to influence policy makers and opinion formers
- Prepare media content on issues relating to the project
- Assist with event planning and management
- Promote the project and its outputs on social media
- Provide general administrative support to the IWA Director and team

Person specification

Essential

- Excellent organisational abilities
- A self-starter who is able to work independently and take their own initiative
- Able to work flexibly as part of a small team
- Ability to manage workload and deliver to deadlines
- Experience of working with different stakeholder groups across a wide range of sectors
- Great people skills, and experience in developing relationships with key stakeholders across a wide range of sectors
- Proven ability to communicate at all levels, with both technical and non-technical audiences, and to simplify complex issues and concepts, both through presentations and through clear written documents
- Good understanding and experience of technology to include use of full Microsoft Office package / Google equivalent
- Curious about data and how it can be better used to underpin policy making
- Educated to University Degree level or equivalent experience

Desirable

- An understanding of the policy landscape in Wales, including regeneration, towns and place-based development
- Experience of delivering and administering research projects
- Experience of Wordpress or similar website management, as well as experience of social media management
- Ability to write and speak Welsh is desirable

Terms and Conditions

This role is for 22.5 hours per week for a period of 2 years, with a possible extension for a third year. The salary is £24,000 per annum and 29 days annual leave, both pro rata (depending on experience and based on 37.5 hours per week). We are open to

considering secondments from other organisations. We are a supportive and flexible employer because we care about our team.

How to apply

Please send a CV and short covering letter setting out how you fit the person specification. This should be sent to info@iwa.org.uk by 5pm on Tuesday 6 March 2018.

We would be grateful if you would also complete our Equality and Diversity Monitoring form when you apply, which can be found [here](#). This is voluntary, but helps us to ensure that we are being inclusive in our recruitment.

Interviews will be held on 28 March in Cardiff.

Start date April/May 2018. The successful candidate must be available on 16 & 17 April for briefing before a meeting of UWP consortium partners.

If you have any queries please call Laura Knight on 02920 484387, who will be able to arrange an informal conversation regarding the role.

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