

Job Description

Job title:	Wales Manager (Secondment cover)
Salary range:	£35,996 - £40,722 per annum pro-rata
Reporting to:	Head of Projects and Technical Services
Location:	Home based
Budget responsibility:	Yes
Management responsibility:	Project Co-ordinator and/or Associates
Hours:	28 hours per week
Contract:	Fixed term to 30 June 2022

MAIN PURPOSE OF JOB

To drive forward Living Streets strategy to establish the organisation as a presence in Wales. The post holder will represent the organisation in Wales and, with the support of colleagues, will identify and pursue opportunities to increase our impact, influence and income, creating opportunities to support a long-term presence in Wales.

MAIN DUTIES AND RESPONSIBILITIES:

Influence

Working closely with the Head of Campaigns and Public Affairs:

- Ensure that Living Streets is a recognised and respected organisation in Wales; working within the wider organisation's strategic objectives and promoting and representing the organisation effectively
- Manage our work with the Welsh Government, representing and speaking on behalf of Living Streets, drawing in colleagues where appropriate
- Develop our influence with politicians, policy and decision makers, professionals and the wider community as appropriate
- Represent the organisation at national and local levels
- Where relevant, engage with Wales based supporters and support the growth of our local networks and our Community4Change
- Act as a media spokesperson in Wales, and identify media and marketing opportunities
- Ensure that the charity is effectively taking into account relevant aspects of devolution
- Lead on the development and delivery of appropriate influencing plans

Development and delivery

- Manage the creation and identification of appropriate sources of additional funding/resources to support sustainable activity in Wales
- Use local information and intelligence alongside UK-wide information to drive local work in Wales around: profile raising, advocacy - particularly in relation to the Active Travel Act, income generation and programme development and supporter network development
- Manage the delivery of new/bespoke project opportunities in Wales
- Lead and manage a team of coordinators and/or associates to deliver projects successfully and professionally with project audiences
- Effectively manage and absorb new service delivery projects agreeing the use of associates to support capacity with the Head of Department, where required
- Create project plans with clear responsibilities for Living Streets, partners and audiences, where relevant
- Ensure timely and accurate funder reporting requirements are met, preparing reports for funders and partners and keeping project management records up to date
- Ensure timely and accurate reporting of project and financial progress to the Head of Department, highlighting any emerging risks

OTHER DUTIES

- Be an ambassador for Living Streets to external audiences as required, promoting the Living Streets brand and messages, including at public events, in interaction with stakeholders
- Be an active contributor to your Department, to team meetings and away days
- Support fellow staff and provide internal mentoring and training as appropriate
- Adhere to Living Streets policies and procedures, maintaining good liaison across the organisation
- Ensure the effective delivery of our Strategic Plan and Objectives
- Ensure our equal opportunities policy is understood and implemented at all levels
- Lead by example and ensure that the team works effectively and collaboratively
- Contribute to the management of the organisation and be an active contributor to internal communications
- Reasonable occasional out of office hours work will be required as may be some travel within the UK and abroad.
- Undertake other duties from time to time, as requested by the line manager or Chief Executive

Person specification

Applicants must be able to demonstrate:

Criteria (all criteria essential unless otherwise stated)	From application (✓)	At interview (✓)
Experience		
Demonstrable experience of working within and influencing change in an area of public policy in Wales	✓	✓
Experience of identifying and securing income generating opportunities from statutory and charitable sources	✓	✓
Knowledge and skills		
Ability to be administratively self-supporting and work remotely with other team members	✓	✓
Ability to build and maintain trust with a network of key stakeholders, commanding respect and inspiring confidence	✓	✓
Project management skills and ability to develop, manage and report on plans and budgets	✓	✓
Skilled communicator at all levels (in writing and in person) with experience as a media spokesperson	✓	✓
Adequate fluency in Welsh (desirable)	✓	✓
Knowledge of health, transport and education structures in Wales and the UK	✓	✓
Personal		
Ability to work flexibly, including occasional travel or evening and weekend working	✓	✓
Commitment to equal opportunities and the ability to implement the Living Streets' Equality, Diversity and Inclusion policy	✓	✓
Understanding of, and commitment to, the agenda of Living Streets	✓	✓
Positive, 'can do' approach to tasks	✓	✓