



## **Vacancy – Policy and Advocacy Lead Officer**

**Who we need:** Early Years Wales are looking for an enthusiastic and committed Policy and Advocacy Lead Officer to join our management team. Reporting to the Chief Executive Officer, this role is central to our updated strategic plan and pivotal to the aims of our organisation; to influence policy in Wales and be the voice of the early years sector. You will work alongside our Finance Manager, Membership and Local Authority Lead Officer, and Training and People Development Lead Manager. You will have the support of our Communications & Marketing Co-ordinator, and the wider staff team in Early Years Wales.

We recognise the lifelong impact of the early years of childhood and have a range of exciting opportunities for the successful candidate to contribute to. We welcome innovative thinking and will provide the successful candidate with the opportunity and tools to substantially enhance our policy and advocacy work with, and on behalf of, the early years childcare sector in Wales.

### **Purpose of the role:**

The full purpose of the role is outlined in the job description. In summary, we are looking for an individual with an excellent understanding of policymaking in Wales, and/ or of the early years childcare policy in Wales. The ability to research, synthesise, and analyse complex data along with the confidence to form a position and present information clearly in written and verbal communication are key to the success of this role. You will be required to deputise for the CEO when needed.

In return, we offer flexible working arrangements, a supportive CEO and Board, and opportunities for self-development. We aspire to learn from you and support your development and opportunities within this exciting role.

**Hours of work:** 35 hours per week 52 weeks of the year

**Salary:** Starting salary £35,471.80

**Benefits:** 25 days per year inclusive of bank holidays (rising based on service length), company pension scheme.

**Location:** Based in our South Wales or North Wales Office. We operate a hybrid working policy, permitting time at home along with time in office locations.

**Closing date:** 22<sup>nd</sup> May 2024

**Interview date:** 10<sup>th</sup> June 2024

**Probationary period:** 6 months

**How to apply:** Contact head office for an application form on 029 20451242 or email: [info@earlyyears.wales](mailto:info@earlyyears.wales)

**For more information about this role call David Goodger Chief Executive Officer Email:** [davidg@earlyyears.wales](mailto:davidg@earlyyears.wales)

**Telephone:** 07818404222

**Website:** [www.earlyyears.wales](http://www.earlyyears.wales)

<b>Job Title:</b>	<b>Policy and Advocacy Lead</b>
<b>Reporting to:</b>	CEO
<b>Line management of:</b>	None at present
<b>Based at:</b>	Flexible – with regular check-ins at North or South Wales Office based on Early Years Wales’ flexible working policy
<b>Hours:</b>	Full time, 35 hours per week 52 weeks of the year
<b>Salary:</b>	£35,471.80
<b>Benefits:</b>	25 days per year inclusive of bank holidays (rising based on service length), company pension scheme.

<b>Purpose of Role:</b>	<p>Provide leadership for all Early Years Wales’ policy responses.</p> <p>Lead the evidence-informed response to consultations including seeking to understand and reflect the views of the membership of Early Years Wales.</p> <p>Strategically influence the operational plan, including effective and honest self-evaluation and improvement setting.</p> <p>Lead data-inquiries to inform policy positions and inform strategic outputs.</p> <p>Lead the analysis of data from relevant sources, including other strategic lead officers’ data, to shape Early Years Wales’ priorities in collaboration with CEO and Board.</p> <p>Be aware of contemporary UK and International perspectives on childcare policy.</p> <p>Deputise for CEO at strategic meetings, with the media, and in areas designated.</p> <p>Lead research and share findings and outputs relevant to improving the offer made by Early Years Wales, and/or the practice of early years ECPLC.</p> <p>Advocate for the sector, through verbal communication, high-quality written communication, and impact reports.</p> <p>Develop relationships with external consultants, HEIs, and research companies across Wales.</p> <p>In partnership with Communications &amp; Marketing Co-ordinator and the CEO develop enhanced media relationships to improve the policy and advocacy reach of Early Years Wales.</p>
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<p><b>MAIN DUTIES:</b></p>	<ul style="list-style-type: none"> <li>• Develop, plan, and implement a data-inquiry schedule to inform policy and consultations. This will include both proactive and reactive responses to policy, funding, and external pressures for the sector.</li> <li>• Identify current and future needs within the Early Years workforce.</li> <li>• Monitor and evaluate all data, synthesising this into impactful messages to promote the work of Early Years Wales.</li> <li>• Lead Early Years Wales response to consultations, ensuring these are always led by data, evidence and represent the views of the organisation and our membership clearly.</li> <li>• Create opportunities to engage with the sector on a regular basis.</li> <li>• Work with research insight across Wales through effective networking and partnerships.</li> <li>• Take the lead in producing or informing policy outputs including statements and media outputs.</li> <li>• Evaluate Early Years Wales’ policy publications and lead systems to ensure these are regularly reviewed and updated.</li> <li>• Co-ordinate the process of receiving and signing off contracts (ultimate decision is by Chief Executive)</li> <li>• Increase Early Years Wales’ public-facing media, and advocacy outputs.</li> </ul>
<p><b>PROJECT MANAGEMENT:</b></p>	<ul style="list-style-type: none"> <li>• Take the lead in operational delivery of policy and advocacy projects working with Leadership group.</li> <li>• Understand requirements and constraints of contracts including reporting timelines.</li> <li>• Create project plan for policy, data inquiry, research, and public-facing outputs in collaboration with the CEO.</li> <li>• Establish monitoring systems to evaluate internal work and policy work.</li> <li>• Prepare reports in accordance with contractual requirements, ensuring they are signed off in advance and copied to Finance.</li> <li>• Attend operational contract meetings as required.</li> <li>• Ensure complete alignment with Early Years Wales Welsh policy for all communications and outputs.</li> </ul>
<p><b>STAKEHOLDER MANAGEMENT / STRATEGY:</b></p>	<ul style="list-style-type: none"> <li>• Ensure wider stakeholders (new and traditional) are aware of the policy position, values and advocacy of the organisation.</li> <li>• Have awareness of the range of policy across the early years sector in Wales.</li> <li>• Have awareness of wider policy in other areas that impact on the early years sector, including (but not limited to), education, public health, poverty, play, and families.</li> <li>• Produce outputs in verbal and written form as agreed with the CEO to represent Early Years Wales’ voice for the sector and as an organisation.</li> </ul>
<p><b>TENDERS / BIDS:</b></p>	<ul style="list-style-type: none"> <li>• Identify opportunities for revenue generation, via, tenders and commercial relationships.</li> </ul>

<b>MARKETING / PR:</b>	<ul style="list-style-type: none"> <li>• Work collegiately with CEO, Communications &amp; Marketing Co-ordinator and other stakeholders to promote and market Early Years Wales.</li> <li>• Create and share impact case studies, course evaluations and feedback to the wider Early Years Wales audience.</li> <li>• Promote membership through professional networks including individual, student and commercial / professional networks.</li> </ul>
<b>PERSONAL DEVELOPMENT:</b>	<ul style="list-style-type: none"> <li>• Keep aware of developments and best practice in your field of expertise.</li> <li>• Take responsibility for your own personal development by raising ideas and opportunities with your line manager at any time.</li> <li>• Maintain a personal CPD log.</li> </ul>
<b>HR:</b>	<ul style="list-style-type: none"> <li>• Support CEO in strategically planning for communication and policy outputs that are timely and responsive to our membership.</li> </ul>
<b>BUDGET MANAGEMENT:</b>	<ul style="list-style-type: none"> <li>• Agree funding and resource required to meet policy and advocacy objectives gaining approval in accordance with the Finance Manager's timetable in liaison with CEO.</li> <li>• Monitor budget spend for internal and external funded work.</li> </ul>

### PERSON SPECIFICATION

<b>EXPERIENCE:</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Recent experience of policy or advocacy work in relation to the early years sector, or a closely related field.</li> <li>• Experience of leading data inquiries, research and / or writing policy positions.</li> <li>• Experience of the public sector and public sector funding.</li> <li>• Experience of working with disparate teams</li> <li>• A demonstrable track record of producing high-quality communications.</li> <li>• Experience of responding to the media.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience of collating data and information</li> <li>• Experience of working with other agencies</li> <li>• Experience of working or volunteering in early years settings</li> <li>• Ability to speak Welsh / commitment to work to the standards in the Early Years Wales Welsh policy.</li> <li>• Experience of managing budgets</li> </ul>
<b>QUALIFICATIONS:</b>	<p><b>Essential:</b> Suitable qualification to demonstrate competence to deliver against role objectives.</p> <p>This could include:</p> <ul style="list-style-type: none"> <li>• Leadership / management qualifications (or suitable experience as a leader or manager)</li> <li>• Policy / research/ or advocacy roles</li> <li>• Transferable qualifications that demonstrate a suitability for the role.</li> </ul>

<b>SKILLS:</b>	<b>Essential:</b> <ul style="list-style-type: none"><li>• Ability to work strategically, prioritise workflow, meet objectives, respond to tight deadlines and contribute to the leadership values of Early Years Wales.</li><li>• Ability to communicate orally and in writing with people from a wide variety of backgrounds.</li><li>• Ability to develop engaging and informative training materials (lesson plans and resources).</li><li>• Accurate numeracy skills.</li><li>• Ability to carry out research and engage with local communities.</li><li>• Reliability.</li><li>• Flexible approach.</li><li>• Enabling skills.</li><li>• Ability to work independently and use your initiative.</li><li>• Ability to work alone and as part of a team.</li></ul>
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