



The closing date for completed applications for this post is **12.00 noon on Friday 28 February 2020. Interview date to be confirmed.**

Please send your completed application back before the deadline because late applications will not be considered.

If you've not heard from us by the interview date, please assume that on this occasion your application has been unsuccessful.

Policy and Communications Support Officer

Job description

Grade and salary

Grade 6 £35,785 per annum

Contract type/Hours

Fixed term until 31 March 2022: 35 hours per week, Monday to Friday

Based at

1, Cathedral Road, Cardiff, CF11 9SD

Accountability

All members of the Wales TUC are ultimately accountable to the Wales TUC General Secretary, who directs the work of the Wales TUC

Responsible to

Wales TUC management team and identified line manager

Job Purpose

To support the work of the Wales TUC in the context of devolved government in Wales and assist the delivery of the Wales TUC's priorities.

Job content

Supporting Wales TUC priorities and activities

- work as part of the team to help deliver Wales TUC priorities
- organise activities and events
- assist with analysis of data, draft reports/briefings and collate statistical & other information
- attend and participate in team meetings
- keep up with the development of Wales TUC policy and priorities.
- maintain and update Wales TUC web and social media content

Communications work

- Promote Wales TUC activities including using social media and other forms of innovative marketing communication
- Assist with improving Wales TUC use of social media
- Arrange meetings of trade union representatives and other external stakeholders
- Support the planning and implementation of Wales TUC activities
- Organise conferences, seminars, briefing sessions and other events
- Contribute to Wales TUC publications including e-bulletins and case studies
- Assist with drafting press releases and blogs
- Assist with sourcing media stories

Administration

- Be responsible for own routine administration
- Undertake other relevant administrative functions within the office
- Support financial administration and record keeping according to Wales TUC processes and procedures
- Ensure efficient maintenance and development of administration and record systems for policy/campaign work, including stakeholder mailing and email contact lists in line with GDPR requirements
- Respond to requests for information from trades unions and the public in a timely manner

Other duties

- Undertake project related and team support activities as requested
- Any other reasonable tasks as determined by the General Secretary and managers at Wales TUC
- Attend regular team, 1-1 and performance management review meetings

Person Specification

Important: when you complete section H of the TUC's application form, please be sure to demonstrate how you meet all the essential criteria listed below.

Essential criteria

Experience

- Maintaining & updating an organisation's web/social media content, preferably in a campaigning context.
- Organising meetings, seminars, conferences or similar events
- Project Management
- Keeping appropriate records

Skills

- Good ICT skills including web/social media MS Office
- Excellent interpersonal skills including ability to network effectively with a wide range of partner organisations
- Good written and verbal communication skills
- Good record keeping and data management skills
- Good financial administration skills
- Sound organisational skills including time management
- Data analysis and report-writing

Knowledge and understanding

- Demonstrable knowledge and understanding of key issues for the Wales TUC including current issues in trade unionism, public services, economic and social affairs and politics
- Awareness of the role and function of trade unions

- Demonstrable knowledge and understanding of the context of devolved government in Wales and the devolved role of the Wales TUC within the TUC.

Personal qualities

- strong personal commitment to the aims and values of the trade union movement
- understanding of the requirements of working in a bilingual environment
- able to meet targets and deadlines without close supervision
- able to take responsibility and initiative when managing specific aspects of projects or work areas.

Circumstances

- live within daily commuting distance of Cardiff Office
- able to travel throughout Wales
- flexible and able to undertake occasional evening and weekend duties, including some overnight stays

Desirable criteria

Experience

- experience of working with or within the trade union movement in Wales
- trade union representation experience
- trade union education experience
- ability to use Welsh to business standards or willingness to learn