

BUILDING ECONOMIC RESILIENCE PROJECT OFFICER

ROLE PROFILE

Purpose

This is an exciting new role with Wales' most influential think-tank, working to build economic resilience in the south Wales valleys. The project is funded by the Friends Provident Foundation along with partners including Merthyr Tydfil County Borough Council, Merthyr Valleys Homes, Tai Calon and Cynon Taf Housing, for a period of 2.5 years.

You will be responsible for developing a new approach to economic resilience in the area, drawing on the experience of other parts of the UK, and for building local capacity to deliver.

You will do this by bringing together UK experts and local economic actors on the following themes: procurement, social business growth, community assets and new financial instruments. You will scope the potential for change and create a 'programme for resilience', which you will share and promote throughout the project so that others can learn and implement a new approach.

You will be responsible for the planning, delivery and completion of the project on time and to budget, including generating a modest amount of match funding. As part of a very small team, you'll also contribute to the wider work of the Bevan Foundation including strategic planning, organising events and measuring our impact and outcomes.

The post is accountable to the Director of the Bevan Foundation.

Key accountabilities

The Bevan Foundation is a small organisation and **all** staff are expected to make a broad and varied contribution to its work. The key accountabilities are:

1. Co-ordination and engagement (40%)

- develop and maintain effective relationships with key stakeholders from a wide range of interest groups including local authorities, social landlords, business and community interests;
- write clearly and persuasively for including briefings, online articles, reports, presentations;

- make effective oral contributions and presentations in meetings, conferences and seminars, and in print and broadcast media;
- develop and deliver relevant events such as seminars, conferences and lectures that challenge, inform and inspire.

2. Policy Innovation (20%)

- developing practical proposals for changes practice, funding, policy and legislation to implement new approaches, through dialogue with a range of economic actors;
- understanding the social, economic and political environment for innovation.

3. Research and analysis (20%)

- Analysis of the challenges and opportunities facing the south Wales valleys.
- undertaking research into alternative approaches to developing the economy, using a range of sources.
- drawing out key messages and presenting them clearly in writing and orally.

3. Project Management (10%)

- Plan and deliver the project ensuring that objectives are met, and that different elements are delivered on time and to budget.
- Maintain a good working relationship with funders.

5. Contribution to the wider work of the Bevan Foundation (10%)

- maintain an awareness of the external policy environment;
- help the Bevan Foundation stay at the forefront of policy innovation by contributing to forward planning, communications and funding;
- any other contributions that further and support the work of the Bevan Foundation.

PERSON SPECIFICATION

Essential

1. Excellent understanding of the economy and labour market in the south Wales valleys and its key institutions.
2. Excellent co-ordination and engagement skills including:

- Ability to develop effective working relationships with a wide range of stakeholders.
 - Ability to manage complex networks and interests.
3. Ability to develop practical solutions to address economic and social problems, including:
 - Analysis of evidence
 - Ability to synthesise solutions
 - Application of findings to new conditions.
 4. Excellent communication skills, including:
 - an ability to communicate complex ideas effectively and persuasively orally and in a variety of writing styles.
 - ability to represent the Bevan Foundation at the highest levels, including at Assembly Committees, media interviews etc.
 5. A good knowledge and understanding of the Welsh policy and legislative environment.
 6. Proven ability to plan, organise and implement projects on time and to budget.
 7. Ability to work independently and as part of a team.
 8. Willingness and ability to undertake some travel throughout Wales and to work occasional unsocial hours, sometimes involving overnight stays.
 9. Track record of commitment to social justice, and an understanding of its application to policy work.

Desirable

10. Full, clean driving licence.
11. Ability to speak and understand Welsh.

TERMS AND CONDITIONS

1. SALARY

The salary is approx. £30,000 p.a. but the Bevan Foundation may at its discretion offer a higher or lower initial salary depending on the skills and abilities of applicants.

2. ANNUAL LEAVE

Annual leave is 24 days per annum rising by 2 days per year for each year of employment to a maximum of 30 days p.a., plus eight statutory Bank Holidays.

3. HOURS OF WORK

A normal working week is 37.5 hours. Typical hours of work are 9 a.m. – 5 p.m. but may vary to meet the needs of the job. We will consider requests for a different pattern of work provided they are compatible with the needs of the Bevan Foundation.

Overtime is not normally paid for additional hours worked, but may be taken as time off in lieu.

4. STATUS

The post is offered on a permanent basis. Funding is available to June 2021 subject to satisfactory performance and as with all posts in the Bevan Foundation the post holder is expected to help to secure funding.

5. PENSION SCHEME

The Bevan Foundation contributes a percentage of employees' salary to either an auto-enrolment scheme or pension scheme of the employee's choice.

7. LOCATION

The Bevan Foundation's office is in Merthyr Tydfil town centre, close to the bus and rail station and pay & display parking. We are open to discussion about working from another location for some of the working week, subject to the needs of the Bevan Foundation.

6. REMOVAL AND RELOCATION EXPENSES

The Bevan Foundation regrets that it is unable to offer assistance with removal and relocation expenses.

8. PROBATIONARY PERIOD

New appointments are subject to a six months probationary period.

9. POLITICAL IMPARTIALITY

The Bevan Foundation is an independent and politically impartial organisation. We expect all staff to uphold the principle of impartiality in the course of their duties.

We appoint candidates solely on their ability to perform the duties required of them. We do however discuss with shortlisted candidates any significant political activity undertaken in the last five years so that we can explore their ability to perform the role.

10. EQUALITY AND DIVERSITY

The Bevan Foundation recognises the positive value of diversity, promotes equality and challenges unfair discrimination. We will not discriminate or tolerate discriminatory behaviour on the grounds of race, colour, sex, transgender, disability, nationality, national or ethnic origin, religion or belief, marital/partnership or family status, sexual orientation, age, social class, educational background, employment status, working pattern, trade union membership or any factor irrelevant to employment.

20th November 2018