

The Bevan Foundation is seeking an experienced part time (3 days a week) Project Officer to join their established team. As Project Officer for one of our [people projects](#) you will play an instrumental part in ensuring that migrants in Wales have a voice, a voice that will be used to influence public policy and ultimately improve the integration of migrants into Wales.

The role will require you to build effective relationships with the foundation's partner organisations in north Wales and Cardiff and support them in understanding and contributing to public policy issues. You will also undertake high-quality analysis and research and influence policy and practice at local, government and UK level.

The role would suit someone who has worked in a similar role before, with good knowledge of Wales' institutions, policy and legislative environment and demonstrable research skills; you will be excited about the fact of using your experience to ensure this project is delivered successfully.

In return, the organisation can offer a flexible working week with a mix of home, office, and community-based working (including one setting in North Wales). The office is in Merthyr Tydfil, with parking and public transport easily accessible.

This is a chance to work in a busy, varied and rewarding role in an organisation that aims and succeeds in making a real difference to the lives of the people of Wales.

This is a 6-month contract up to March 2022 with a possible extension subject to funding. The post is available on an employee, secondment, or freelance basis.

### **The Job**

- Develop and maintain effective relationships with our partner organisation and people with experience of migration.
- Identify and help to deliver support to groups of migrants on issues that matter to them, including training
- Understand the Welsh and UK policy environment on immigration and social cohesion
- Undertake research on key topics using a mix of qualitative and quantitative methods
- Influence public policy through effective written and oral outputs e.g., reports, articles, briefings, participation in meetings, presentations to conferences and evidence to parliamentary committee inquiries
- Plan and manage projects ensuring that objectives are met, and that projects are delivered on time and to budget
- Maintain a good working relationship with funders and partners
- Positively contribute to The Bevan Foundation activities e.g., reports, events, and its magazine
- Contribute to the development of new projects and funding applications
- Adhoc duties as requested by the Director

### **The person specification**

#### **Essential**

- Demonstrate excellent engagement skills, including the ability to form strong working relationships with a diverse group of people.
- Strong written and oral communication skills with the ability to write in various styles
- Knowledge of UK and Welsh Government policies on immigration and social cohesion is highly desirable
- Excellent research skills including:
  - practical understanding of different research methods
  - ability to analyse qualitative and quantitative data and draw evidenced conclusions
- Good knowledge and understanding of Wales' institutions, policy, and legislative environment

- Proven ability to plan, organise and implement projects on time and to budget
- Proven ability to use IT packages and a willingness to develop your experience
- Ability to work independently and as part of a team
- Willingness to undertake some occasional travel throughout Wales and to work very occasional unsocial hours, sometimes involving overnight stays
- Track record of commitment to equality and the positive value of diversity, and show an understanding of its application to policy work

**Desirable**

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

**Salary & Benefits**

- The salary offered is up to £33,000 pro rata (actual salary up to £19,800 for 3 days per week)
- Generous pension scheme
- Hybrid working available – mix of home working, office based and community based (including one setting in North Wales)
- 26 days annual leave (pro-rata) plus bank holidays (rising 2 each year up to maximum of 30)

**The next step**

If this opportunity is of interest, please send your CV and a covering letter to [jenny@sitka.wales](mailto:jenny@sitka.wales). Please include the following in your covering letter:

- Why you are interested in this opportunity
- How you meet the requirements in the person specification above
- Notice period and salary expectations

Closing date: 2<sup>nd</sup> September 2021

Interview date: 9<sup>th</sup> September 2021