

## Policy Manager

### Key Information

<b>Reporting to</b>	Director of Policy and Public Affairs
<b>Line Management Responsibility for</b>	Policy and Public Affairs Assistant
<b>Department</b>	Policy and Communications
<b>Contract</b>	Permanent
<b>Salary</b>	£45,419 - £49,262
<b>Location</b>	A combination of working in the office (Cardiff) and working at home with at least two days a week spent in the office or in events/meetings as the role requires.
<b>Closing Date</b>	29 June 2026

### Purpose of the Role

ColegauCymru operates within an increasingly complex and fast-moving political and policy environment. The Policy Manager will play a key role in shaping and delivering ColegauCymru's policy and influencing activity, ensuring that the organisation remains a credible, evidence-informed and influential voice for further education and post-16 learning in Wales.

The postholder will lead and coordinate policy development activity across agreed priority areas, combining high-quality research and analysis with strategic influencing and stakeholder engagement. The role will involve both hands-on policy development and broader responsibility for coordinating and driving policy activity across the organisation.

Working closely with the Director of Policy and Public Affairs, the Policy Manager will help ensure that the ColegauCymru policy positions are strategically aligned, evidence-based and responsive to emerging political, legislative and sector developments.

The postholder will also support organisational planning activity, contribute to the wider leadership of the Policy and Communications function, and help strengthen the ColegauCymru relationships with government, Medr, elected representatives, members and sector stakeholders.

### Key Responsibilities

#### Strategic Policy Development

- Lead and coordinate the research, analysis and development of policy positions across agreed strategic priority areas.

- Undertake detailed policy research and analysis to inform organisational policy positions, consultation responses, briefings and influencing activity.
- Translate complex political, legislative and policy developments into clear strategic advice, recommendations and actions for the organisation and its members.
- Support the Director of Policy and Public Affairs and Chief Executive through the preparation of high-level policy briefings, reports, position papers and strategic recommendations.
- Ensure that policy development activity is evidence-based, aligned to organisational priorities and informed by engagement with members and stakeholders.

### **Influencing and Public Affairs**

- Lead the development and delivery of influencing strategies across key policy priorities, identifying opportunities to shape policy, funding and legislative developments.
- Build and maintain constructive working relationships with senior Welsh Government officials, Medr, elected representatives, sector bodies and wider stakeholders.
- Represent ColegauCymru at external meetings, policy forums, stakeholder groups and sector events, acting as a senior organisational representative.
- Support politically sensitive engagement activity and contribute to the planning and coordination of external influencing approaches.
- Work collaboratively with members and partners to help develop collective policy positions and advocacy approaches.

### **Consultations, Monitoring and Policy Coordination**

- Lead and coordinate the development of consultation and inquiry responses to Welsh Government, Medr, Senedd Committees and other external bodies.
- Maintain oversight of ongoing political, legislative and sector developments relevant to ColegauCymru's work, ensuring that emerging issues, risks and opportunities are identified and communicated appropriately.
- Coordinate policy activity across designated workstreams, ensuring alignment with organisational priorities and strategic objectives.
- Contribute to organisational planning processes and support the integration of policy priorities into wider corporate activity.
- Support the effective coordination and prioritisation of policy work across the wider Policy and Communications function.

### **Communications and Advocacy**

- Work collaboratively with communications colleagues to develop impactful policy communications and public affairs activity.
- Prepare and contribute to reports, consultation responses, presentations, publications, stakeholder briefings and policy papers.
- Ensure that policy messages and materials are clear, evidence-informed and tailored appropriately to different audiences.
- Support media and public affairs activity and act as a spokesperson for ColegauCymru where appropriate.

## Team Leadership and Management

- Provide line management, support and development for the Policy and Public Affairs Assistant.
- Support the development of a collaborative, high-performing and responsive team culture.
- Contribute to the effective planning, coordination and delivery of work within the wider Policy and Communications function.
- Act as deputy to the Director of Policy and Public Affairs on agreed policy and stakeholder matters where required.

## General

- Undertake other reasonable duties as directed by the Director of Policy and Public Affairs or Chief Executive.
- Demonstrate commitment to equality, diversity and inclusion and to the promotion of the Welsh language and culture.
- Maintain an active commitment to continuous professional development.

## Welsh Language Requirements

ColegauCymru is a proudly bilingual organisation and Welsh language skills are considered an asset to the organisation. We acknowledge the importance of developing and growing a bilingual workforce and encourage and support staff to learn, develop and use their Welsh language skills in the workplace.

The ability to work through the medium of Welsh would be an advantage and a good skill to have for the role but it is not essential. Whatever the level of Welsh language proficiency support will also be given to develop your language skills and to become more confident in using Welsh in the workplace.

Applicants are welcome to contact ColegauCymru to discuss this requirement. We welcome applications in Welsh or in English.

## Person Specification

### Knowledge

Essential
<ul style="list-style-type: none"><li>• A detailed understanding of Senedd processes and the wider Welsh policy and political landscape.</li><li>• Knowledge of public policy development, consultation and influencing processes within a complex policy environment.</li><li>• An understanding of the role of Welsh Government, Medr and wider public sector stakeholders in shaping post-16 education and skills policy in Wales.</li></ul>
Desirable
<ul style="list-style-type: none"><li>• An understanding of the key policy challenges affecting the post-compulsory education sector.</li></ul>

## Experience

Essential
<ul style="list-style-type: none"><li>• Demonstrable experience in leading policy-development, research and influencing processes, ideally in a diverse and fast-moving policy environment.</li><li>• Significant experience of leading responses to a wide range of government and parliamentary consultations and inquiries.</li><li>• Experience of defining, analysing and interpreting detailed qualitative and quantitative information.</li><li>• Experience of coordinating or leading complex policy workstreams and managing competing priorities effectively.</li><li>• Experience of building and maintaining effective internal and external relationships at all levels, particularly with senior government officials, Medr and sector stakeholders.</li></ul>
Desirable
<ul style="list-style-type: none"><li>• Experience of working with senior influencers and decision-makers.</li><li>• Experience of acting as a media spokesperson.</li><li>• Experience of supporting or supervising colleagues.</li></ul>

## Skills

Essential
<ul style="list-style-type: none"><li>• Excellent written and verbal communication skills, including the proven ability to convey complex issues clearly and effectively to a wide range of audiences.</li><li>• Strong research, analytical and problem-solving skills.</li><li>• Ability to interpret complex legislation and policy information and translate it for different audiences and stakeholders.</li><li>• Strong organisational skills with the ability to prioritise workload effectively, work under pressure and manage competing deadlines.</li><li>• Ability to work independently as well as collaboratively as part of a team.</li><li>• Good presentation and public speaking skills.</li></ul>
Desirable
<ul style="list-style-type: none"><li>• Ability to work through the medium of Welsh.</li></ul>

## Personal Attributes

### Essential

- Clear analytical and structured thinking.
- Professional, credible and politically aware approach.
- Collaborative and relationship-focused approach to working.
- Flexible and responsive in a fast-moving environment.
- Commitment to the values and objectives of ColegauCymru.