CYMDEITHAS DDYSGEDIG CYMRU
THE LEARNED SOCIETY OF WALES

Application Pack - Senior Public Policy Officer

0.8FTE (28hrs per week)	Fixed term: 1 year from appointment	Grade D: £33,662 – £39,559 (pro-rata)

We are seeking an experienced Senior Public Policy Officer to coordinate our policy advice and public affairs work - contributing to the delivery of one of our four key strategic priorities: "Contribute to major policy solutions by providing independent advice and facilitating knowledge exchange". We are looking for someone to with the enthusiasm to mobilise our amazing Fellows and other stakeholders to ensure our work delivers impact.

The role holder will also have responsibility for the Society's Welsh Language offer and bilingual working.

This is an exciting opportunity for someone looking to combine flexible working with an interesting and varied role in a dynamic team. We are looking to employ on a fixed-term basis for one year (in the first instance), and on a 0.8FTE basis, but will consider job-shares.

Fluency in Welsh is a requirement of this post.

About the Learned Society of Wales

We are Wales' National Academy for Sciences, Arts and Humanities. Our charitable purpose is the advancement of knowledge, and the power of research and innovation to benefit Wales' economy and society. Our Fellows, rigorously selected through a scrutiny process, are leaders in their fields with the shared purpose of giving back to Wales.

Our small, friendly and committed staff team of 14 is responsible for delivering the Society's activities. You will work with the whole team, which also brings the opportunity to get involved in a range of activities beyond your core responsibilities, gaining insight into different areas of the organisation and contributing to a collaborative and supportive working culture.

About the role

You will have demonstrable experience in supporting the development of evidence-led policy advice. You will have a strong understanding of the Welsh political system, and understand how an independent charity may operate effectively within it.

You will also have demonstrable experience in communicating this policy advice, through media relations, coordinating meetings with politicians, and/or social media. This requires an understanding of how to reach influential stakeholders with evidence-based policy advice, and requires a grasp of how to strategically harness both traditional and social media.

You will be fluent in Welsh, and have strong literacy in both written and spoken Welsh. The Society is a bilingual organisation with strong practices already in place, and a positive workplace culture surrounding the Welsh language.

You will have high levels of independence and scope for creative working in designing and delivering an evolving area of work for the Society. You will be part of a small external affairs team, and also as part of a small organisation of 14. You will report to our Head of Public Policy.

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Working for us

We are looking to appoint someone on a part-time basis of 28 hours per week. We are open to discussing a range of working patterns and would be happy to consider a minimum of 21 and up to 28 hours per week, depending on the candidate's circumstances and level of experience.

The role is offered on an initial one-year fixed-term contract in the first instance, with the intention of extending to a permanent position, subject to mutual agreement and the Society's annual funding settlement.

We are committed to building a diverse and inclusive Society that reflects the society we serve. We warmly welcome applications from individuals from under-represented backgrounds. We pride ourselves on being a supportive and sociable team, and are looking for someone who will become an active part of this by contributing to team meetings, participating in training, and helping us foster a positive working environment.

Key facts about this role

Salary	£33,662 – 39,559 per annum, pro-rata for part-time hours. Band D (spine points 24-30). We anticipate appointing at the bottom of this band, but negotiation is possible depending on experience.
Hours	The role is for 28 hours per week (0.8FTE). We are open to discussing a range of working patterns and would be happy to consider a minimum of 21 and up to 28 hours per week, depending on the candidate's circumstances and level of experience. Our staff work flexibly; the pattern of hours will be agreed with the line manager. Given this role supports business that primarily takes place during term-time, a pattern of increased hours during term time and decreased hours during main school holidays (not half term holidays) could be considered. Please be aware that any agreed working pattern must include availability for team meetings (once a week in-person meetings usually on a Wednesday). The post-holder may occasionally be required to work evenings. Any additional time worked is normally given back as TOIL (time off in lieu).
Location	Our offices are based in Cathays Park, Cardiff. We operate a hybrid working policy and anticipate the post-holder dividing their work between office and home (details to be agreed with line manager). We aim to be as flexible as possible with staff but please note 100% home working is not possible as the post requires you to attend in-person meetings and events.

Line manager	Head of Public Policy
Employment terms	Fixed-term for one year. To start as soon as possible.
Annual leave	The basic leave allowance is 25 days (pro-rata), to be taken as agreed with the line manager, plus bank holidays. We also provide 7 additional 'customary leave days' per year (pro-rata), normally provided to extend Christmas and Easter breaks.
Pension and benefits	The post-holder may join our pension scheme, with the employer and employee each contributing 5% of gross salary into the scheme each month. We provide enhanced sick pay and maternity pay that exceed the statutory minimum. We provide additional annual leave (see "customary leave" above) and volunteer leave.
Travel	The job may occasionally require some travel. Expenses will be reimbursed. The post holder should be agile in terms of needing to visit other sites/meeting venues.

Responsibilities

1. With guidance from the Society's Knowledge Exchange Advisory group, and overseen by the Head of Public Policy, lead on the creation of LSW's new Knowledge Exchange Mechanism, which will empower experts to support evidence-based policymaking in Wales. This is will include:

- Delivering events, including a large knowledge exchange workshop for LSW Fellows
- Facilitating meetings between a variety of Fellows and policymakers
- Identifying opportunities for Knowledge Exchange
- Liaising with important stakeholders including Senedd staff and LSW Fellows
- Processing applications for partnership working
- Disseminating outputs from Knowledge Exchange activities.

2. Providing Secretariat for the LSW Knowledge Exchange Advisory Group, including:

- Arranging meetings
- Minute-taking
- Taking forward actions.

3. Working with a small communications team to deliver strategic external communications, including:

- Media engagement
- Social media management and content creation.

4. Support the CEO and President with important meetings with public policy stakeholders, including:

- Writing strategic briefings
- Working with diary managers to ensure meetings arrangements are in place, tracking actions and follow-up.

5. Reporting to the Head of Public Policy, act as the Society's Welsh Language Officer, supporting colleagues to provide a fully bilingual service, including:

- Providing Secretariat for the LSW Welsh Language Advisory Group
- Supporting the Society's application to the Cynnig Cymraeg Scheme
- Serving as a primary contact for LSW's translation providers, reviewing and adapting to ensure a professional and cost-effective service to staff.
- Proof-reading a select number of professionally translated key documents
- Composing communications materials directly in Welsh
- Helping to facilitate a work environment where Welsh learners have opportunities to practice.

Person specification

	Criteria	Essential	Desirable
Qualification	A-Levels or equivalent qualifications	✔	
	A degree or equivalent		✔
Knowledge and experience	Strong understanding of the Welsh policymaking system	✔	
	Experience of using evidence to inform policymaking	✔	
	Content creation for social media (formal or informal). *Please attach or link to examples if you wish to demonstrate this capability.*		✔
Skills, abilities and attitude	Project management (whether through experience or study)	✔	
	Excellent organisational skills.	✔	
	Initiative, and willingness to drive activity forward.	✔	
	Ability to create professional-looking documents (formal or informal, including using tools such as Canva).		✔

	Please attach or link to examples if you wish to demonstrate this capability.			
	Excellent written and spoken communication skills (including proof-reading, and the ability to compose strategic, compelling communications materials)	In Welsh	✔	
		In English	✔	
	Commitment to equality, diversity and inclusion		✔	
	Commitment to supporting the Society's development as a bilingual organisation.		✔	
	Commitment to / interest in the Society's mission and aims		✔	

How to apply

- If you would like more information before deciding whether to apply, please contact applications@lsw.wales.ac.uk to arrange an informal discussion with the line manager.
- To apply, please **submit a CV and cover letter** to applications@lsw.wales.ac.uk.
    - Ensure that you save the final documents in Word or PDF format.
    - You are welcome to write either or both documents in English or Welsh. Applications submitted in Welsh will be treated no less favourably than those submitted in English.
- When you write the cover letter, please;
    - Let us know **how you meet each of the essential criteria** in the Person Specification (and the desirable criteria if possible). We recommend that you provide evidence and explanation of how you meet each of the criteria in order. Using each criteria for a heading and providing evidence and explanation of how you meet each one will help us assess your application more easily.
    - Tell us **why you are interested in this post**, your preferred pattern of work and whether you would like to be interviewed in English or Welsh.
    - Limit your letter to **no more than 2 A4 pages** in total.

  Please note **you need to show us that you can meet ALL the essential criteria in order to be short-listed**. You can draw on elements from any aspect of your life, such as education, work, home, or community life, as long as you focus on its relevance in comparison to the needs of this job.
- Please email your application to **applications@lsw.wales.ac.uk.** We will send an email acknowledgement to all applicants. If you do not receive an acknowledgement after 5 working days, please contact us.

- The closing date for applications is **midnight on Sunday 23 August**.
- Interviews have been scheduled between 9am and 5pm on **Wednesday 2 and Thursday 3 of September 2026**, to be held at our offices (The University Registry, King Edward VII Avenue, Cathays Park, Cardiff CF10 3NS). If you have not been invited to interview within two weeks of the closing date, please consider your application to be unsuccessful.
- We will make a provisional offer of employment to our chosen candidate. We will then take up references and, if these are satisfactory, confirm the job offer. We reserve the right not to make an appointment if we judge that none of the candidates meets the required standard.
- Please complete our Equal Opportunities Monitoring questionnaire at https://www.smartsurvey.co.uk/s/B1H26X. This is anonymous and will not be considered as part of the application process.