

Head of Policy (Poverty) – Maternity Cover

INFORMATION PACK

About the Bevan Foundation

The Bevan Foundation is Wales' most influential think tank. We generate ideas and insights to help end poverty, inequality and injustice in Wales. We are creating real and lasting change, by informing, inspiring and challenging decision-makers to take action to improve people's lives.

The Foundation is a registered charity, independent of any political party or view. We are funded by charitable trusts, donations and subscriptions, and by our social business activity.

What we do

The Bevan Foundation generates its insights and ideas through high-quality research and analysis. We listen to people with experience of an issue, engage with people who work with them, and analyse data of all kinds including commissioning good quality surveys.

We pride ourselves in producing engaging output, from writing research reports, articles and briefings, to organising webinars, delivering presentations and training.

We inform, influence and inspire change by engaging with stakeholders and decision makers. We understand the public policy landscape, and make constructive contributions to policy making.

As a result of our approach, the Bevan Foundation has an outstanding record of our findings and recommendations triggering changes in public policy and practice, including:

- Proving that universal free school meals for primary school children is affordable.
- Prompting the Welsh Government to increase Education Maintenance Allowance by £10 a week.
- Making it easier for more than 60,000 households to get Council Tax support putting up to £67m back in the pockets of low income households across Wales.

About this role

This role provides a unique opportunity to lead the Bevan Foundation's work on poverty and to deputise for the Bevan Foundation's CEO, whilst our current Head of Policy (Poverty) is on maternity leave.

You will develop a case to solve poverty in Wales, create deliverable recommendations for change, and persuade decision-makers to take action. You will do this by leading a team of dedicated staff, undertaking high-quality analysis and research and persuade decision-makers to take action through multiple different channels, engaging with stakeholders and decision-makers at local, Welsh Government and UK level.

In addition, you will deputise for the Bevan Foundation's CEO. In doing so you will contribute to areas of work including its strategy and communications, fundraising and grant application, and represent the Foundation at external events and in the media.

About you

You will have an excellent knowledge of the policy landscape in Wales with an understanding of policy relating to poverty. You will have strong qualitative and quantitative research skills and line management experience. You'll be able to explain your work clearly and persuasively, with great written and oral skills. You'll be able to engage effectively with a wide range of people, from stakeholders to people with lived experience of poverty. You'll be well-organised and able to operate independently, with a track record of delivery against tight deadlines, as well as work collaboratively with a wider team contributing to developing its strategic direction. You'll report to the CEO.

Job description

You will be responsible for the leading the Bevan Foundation's work on solving poverty and deputising for the CEO. This will include the following elements:

1. Project management

- management and supervision of the Bevan Foundation's poverty team
- planning and managing the delivery of the Bevan Foundation's projects on poverty so that objectives are met, on time and to budget
- maintaining a good working relationship with funders and partners
- developing ideas for future work relating to poverty.

2. Research and analysis

To manage and deliver robust research and analysis of qualitative and quantitative data including:

- analysis of statistical and other data sources
- undertaking policy and literature reviews
- designing, administering and analysing qualitative research
- drawing out key messages and creating a persuasive narrative
- presenting findings clearly in writing and orally.

3. Policy Innovation and Influencing

To develop and make the case for changes in public policy and practice including:

- developing practical proposals for changes in policy, legislation, funding and practice
- presenting a persuasive case for new approaches, framing them effectively and inspiring decision makers to take action
- identifying key audiences and building effective relationships with them
- developing ideas for outputs (events, reports and briefings) that are relevant to and reach different audiences

4. Deputising for the CEO

To deputise for the CEO when required including:

- representing the Bevan Foundation at external events and in the media
- supporting preparation of any funding bids and implementation of new projects
- managing financial, HR, office and any other corporate matters when the CEO is not available.

5. Designated Safeguarding Persons (DSP)

To have operational responsibility for safeguarding at Bevan Foundation including:

- keeping updated about changes in safeguarding law, local multi-agency arrangements and best practice.
- being available to staff and providing advice and support on safeguarding to them
- managing individual safeguarding cases including making decisions, ensuring actions are taken, seeking specialist advice, liaising with other agencies, making referrals, multi-agency working, escalating concerns if required and managing record keeping.
- alerting the Designated Safeguarding Lead (DSL) to safeguarding concerns relating to staff, poor practice concerns, staff training needs or any other matters related to the management of safeguarding.
- contributing to the safeguarding work, e.g. policy development, data collection, safer recruitment, induction and training of staff.

6. Contribution to the wider work of the Bevan Foundation

Contributing to the broader work of the Bevan Foundation as required by:

- leading on the work of developing the Bevan Foundation's State of Wales briefings and Exchange magazine
- 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. Demonstrable experience of delivering a substantial research or policy programme.
2. Good research and analytical skills including:
 - the ability to analyse and interpret quantitative data
 - the ability to undertake qualitative research
 - the ability to present findings clearly.
3. Ability to develop practical solutions including:
 - ability to draw recommendations for change from findings
 - imagination and creativity to develop new solutions
 - ability to adapt and refine recommendations.
4. Proven track record of influencing decision-makers and shaping public policy.
5. Proven communication skills, including an ability to communicate complex ideas effectively and persuasively, orally and in a variety of writing styles.
6. Sound understanding of poverty in Wales and a good understanding of the wider policy environment in Wales, including its key institutions.
7. Line management experience ideally within organisations operating in a policy, research or campaigning environment.
8. Experience in fundraising from trusts, foundations, or statutory bodies.
9. Good organisational skills, able to meet deadlines, and work independently.
10. Ability to use Office IT packages, including preparing reports to publishable standards and analysing data in Excel, as well as interest in and ability to learn new software.
11. Willingness and ability to undertake some travel throughout Wales, and occasionally the rest of the UK, and to work occasional unsocial hours, sometimes involving overnight stays.

Desirable

1. Ability to speak and understand Welsh
2. Full, clean driving licence.
3. Track record of commitment to social justice and its application in policy work.

Key benefits

The Bevan Foundation is a great place to work. You'll be able to use and develop your creativity, knowledge and skills at the same time as helping to achieve tangible social and economic change. Our collaborative approach enables you to share ideas with colleagues, we're open to new approaches to our work, and we'll support you to achieve to the best of your ability.

Salary

Our pay policy links posts to local government pay scales although actual salaries may vary slightly due to the timing of pay awards. Salaries are reviewed annually.

The full time equivalent salary for this post is £51,519 - £57,980. The current post holder works 30 hours a week giving a pro rate salary of £41,215 to £46,384. The expectation is that the candidate would normally be appointed at the bottom of the scale.

Annual leave

The annual leave entitlement for this temporary role is 26 days p.a. plus bank holidays and an additional 3 days leave to be taken between Christmas and New Year.

Pension contributions

Eligible employees are auto-enrolled into NEST, to which the Bevan Foundation makes a generous employer contribution.

Status

This is a fixed-term maternity cover position for an anticipated period of 12 months. The successful candidate will be employed until the return of the substantive postholder from maternity leave, or for a maximum period of 12 months, whichever is the earlier. The exact duration of the appointment may therefore be shorter than 12 months.

We would also welcome applications from individuals seeking a secondment opportunity, subject to agreement from their current employer.

Working patterns

The current post holder works 30 hours a week. The Foundation may consider appointing someone for a full working week (37.5 hours). This is something that can be discussed at interview. The Foundation's standard working week is 9.00 to 17.00 with 30 mins for lunch, although senior staff are expected to be flexible to meet the requirements of the role.

We work in a hybrid way, with staff expected to be office-based for two to three days a week and to attend monthly in-person team meetings. We are also open to discussing remote working within Wales for the right candidate.

Location

The Bevan Foundation's office is in Merthyr Tydfil town centre, close to the bus and rail station and pay & display parking.

Probationary period

New appointments are subject to a six month probationary period.

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.

Pre-employment checks and safeguarding

The Bevan Foundation undertakes pre-employment checks as required by law, to ensure it recruits the right people and to support you at work. We are committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. All applicants must be willing to undergo checks appropriate to the post. We expect all staff to share this commitment and uphold the highest standards of professional conduct and integrity. Checks include:

- Assessments of shortlisted candidates
- Your right to work in the UK
- A basic Disclosure and Barring Service check
- References from previous employers
- A health questionnaire.

As stated, we would also welcome applications from individuals seeking a secondment opportunity, subject to agreement from their current employer.

How to apply

The deadline for applications is **10am on Monday 15 September 2026**.

Please complete the application form that can be [accessed here](#) and our equalities monitoring form, [accessed here](#).

Please email your completed application form to info@bevanfoundation.org – please put **Head of Policy (Poverty)** the subject line. Any informal queries should also be sent to this address.

Interviews will provisionally be held on Tuesday 22 September.

Please note that shortlisting will be undertaken anonymously.

18 August 2026