

Senior Adviser - Policy and Development

Key Information

Reporting To	Chief Executive
Contract	Full time, fixed term until 31 July 2026 (Job-share considered)
Salary	£53,000 (pro rata)
Location	A combination of office (Cardiff) and home-based working with a minimum of two days spent in the office or at meetings.
Closing Date	Monday 5 May 2025

Main Purpose of Role

The next eighteen months will have a big impact on shaping the future of post-16 education and training in Wales. Elections in May 2026 to an expanded Senedd will see a new dynamic to Welsh politics, while the work of Medr, the new regulator for the tertiary sector, will begin to reshape both further education and work-based learning.

It is crucial that during this period the needs of FE and WBL are clearly articulated. At a time of uncertainty about future public expenditure and changes to the policy and regulatory environment, we need to make sure the voice of the sector is being listened to at the very highest levels.

This new role is a fixed term contract until the 31 July 2026 and will be focused on both supporting our political engagement leading up to and after the elections in May 2026 and on supporting engagement work with Medr as they undertake a series of changes to how the post-16 sector will be regulated.

The postholder will be required to work directly and confidently with senior government officials, Ministers, political parties, partner organisations and senior leaders within the sector itself, as well as to advise the senior team at Colegau Cymru on how to deliver an effective engagement strategy. It needs someone with a track record of making an impact with senior decision makers and who has a detailed understanding of Welsh politics and the ability to build relationships across parties.

It is essential that the postholder is passionate about the work that colleges do and who understands the transformative impact we have on individuals and communities.

The role has been deliberately designed to work across both the Policy and Public Affairs Team and the Strategic Development Team. Although it will report directly to the Chief Executive it will be essential that they work closely with the Director of Policy and Public Affairs and the Director of Partnerships and Strategic Development.

Main Duties

The main duties and responsibilities of the role will be:

- To support the Director of Policy and Public Affairs to help develop and promote ColegauCymru manifesto positions for the 2026 Senedd Elections and to make sure they are reflected in any future programme for government.
- Work with the Director for Partnerships and Strategic Development to develop a coordinated and comprehensive sector position on proposals from Medr and other regulators, and help to ensure these are communicated effectively through relevant consultations and engagement activities.
- Work with the relevant ColegauCymru Strategic Groups to identify a programme for external engagement around the key issues facing the sector.

Key Relationships

The post holder will need to form effective and co-operative working relationships with colleges and a range of external stakeholders.

The post holder will also be expected to:

- Work across both the Policy and Public Affairs team and the Partnerships and Strategic Development team to help ensure a clear line of sight from work ongoing in the sector and ColegauCymru's external engagement.
- Work with colleagues to maintain and build relations with Welsh Government and Medr.
- Develop relationships with senior leaders in the sector.
- The post holder is expected to be proactive in their own continuous professional development (CPD) and to demonstrate a flexible approach as set out in the terms and conditions of service.

Person Specification

Ability to work constructively and professionally with senior leaders in the sector, government, regulators and political parties.
A good understanding of the challenges and opportunities facing the further education sector and the ability to link these to the wider political and policy environment.
Ability to work under pressure, to manage lots of different projects and workflows at the same time and to sometimes meet tight deadlines.
Stakeholder management skills and an understanding of working in a membership environment.
Excellent communication and interpersonal skills. Working as part of a team and the ability to work with partner organisations is essential for the role.

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.

Application Process

Please send a cover letter and CV which demonstrates how you meet the criteria set out in the Job Description.

Closing Date

Applications should be submitted by email to HR@colegaucymru.ac.uk no later than **5.00pm** on **5 May 2025**.

Interviews

Interviews will be held on **13 May 2025** or **19 May 2025**, in person at Tongwynlais, Cardiff. If you have any queries, please email HR@coleguacymru.ac.uk

DBS Disclosure Check

Please note that the successful candidate will be subject to a DBS check.