**JOB DETAILS**

<table>
<thead>
<tr>
<th>DIVISION: Impact</th>
<th>TEAM: Policy and Advocacy Team</th>
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<tr>
<td>LOCATION: Cardiff</td>
<td>CONTRACT TYPE: Open-ended</td>
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<td>GRADE: B</td>
<td>JOB FAMILY: Programme</td>
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<td>SALARY: £39,655 gross p.a</td>
<td>HOURS: 36 hours per week (although open to considering requests for fewer hours – minimum 0.8 FTE)</td>
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**FLEXIBLE WORKING**

We believe flexible working is key to building the Oxfam of the future, so we’re open to talking through the type of flexible arrangements which might work for you.

**DIVISION PURPOSE:** We will tackle the root causes of poverty and suffering working in solidarity with people and partners in fragile contexts and by addressing some of the world’s most pressing barriers to equality.

**TEAM PURPOSE:** The Advocacy and Policy Team helps Oxfam GB, the Oxfam confederation and its partners and supporters and allies to work with governments across the UK and with politically influential institutions, individuals and ideas to influence decisions, policy and practice change to help end poverty.

**JOB PURPOSE:** To lead the Oxfam Cymru team and overall influencing and communications strategy, policy development and approach to risk management; to develop and maintain strategic alliances and partnerships with key actors in Wales, including civil society networks, public and private sector organisations and the media.

**POST HOLDER REPORTS TO**

Head of Policy and Advocacy

**JOBS REPORTING TO THIS POST**

Advocacy Advisor Wales; Media and Communications Advisor Wales

**BUDGET RESPONSIBILITY**

Yes

**DIMENSIONS OF THE ROLE**

- Develop a long-term vision and action plan in line with Oxfam GB’s strategy to achieve high and long-term impact.
- Represent Oxfam externally in Wales, developing, and maintaining external relationships.
- Help shape corporate and divisional strategies and lead their interpretation and delivery in Wales.
- Plan and manage Oxfam Cymru team and resources.
- Anticipate, analyse and manage highly complex and diverse public policy issues.
- Anticipate, analyse, manage and communicate complex policy and political information in simple terms to a wide audience.

**KEY RESPONSIBILITIES**

- To develop a clear vision and plan for how Oxfam Cymru can help achieve Oxfam’s domestic and international objectives, how change can best be achieved in Wales and how action in Wales can contribute to global change.

- To undertake direct influencing activities with devolved nation decision makers, institutions and funders.

- To develop and maintain strategic alliances and partnerships with key actors in Wales; including civil society networks, public and private sector organisations and the media.

- To keep well informed of developments in the external context relevant to Oxfam’s work in Wales, seeking to make effective use of opportunities in this changing context.

- To shape and lead influencing and communications work that challenge poverty in Wales, across the UK and globally.

- To ensure gender justice and a commitment to anti-racism visibly underpins all aspects of Oxfam Cymru’s work.

- To work with others in Oxfam Great Britain and Oxfam International to shape Oxfam’s strategic direction and plans.

- To develop individual and team capabilities through pro-active performance management and supporting Oxfam Cymru to attract and motivate staff.

- To steward Oxfam GB’s commitment to the Welsh language.

**PERSON SPECIFICATION**

Most importantly, every individual at Oxfam GB needs to be able to:

- Live our values of **INCLUSION, ACCOUNTABILITY and EMPOWERMENT** (read more about these [here](#)).

- Ensure you commit to our **ORGANISATIONAL ATTRIBUTES** (including adhering to the [Code of Conduct](#)):

  1. **BE COMMITTED TO OUR FEMINIST PRINCIPLES, AND TO APPLYING THEM IN YOUR DAY-TO-DAY BEHAVIOUR AND YOUR WORK. BE READY TO KEEP LEARNING, WITH ACCOUNTABILITY TO THOSE WHO EXPERIENCE OPPRESSION AS A RESULT OF THEIR IDENTITIES, SUCH AS THEIR GENDER, RACE/ETHNICITY, DISABILITY, CLASS, OR LGBTQIA IDENTITY.**

  2. **BE COMMITTED TO UNDERTAKING OXFAM’S SAFEGUARDING TRAINING AND ADHERING TO RELEVANT POLICIES, TO ENSURE ALL PEOPLE WHO COME INTO OXFAM ARE AS SAFE AS POSSIBLE.**

**EXPERIENCE, KNOWLEDGE & COMPETENCIES**
**Essential**

For this role, we have selected the most relevant feminist leadership practices which we will use for assessment purposes (which you can read more [about here](#)):

- Self-Awareness
- Mutual accountability
- Relationship building

**In addition, an ideal candidate will also have:**

- Proven leadership skills with strong people-centred management expertise and a experience of operating in complex, multi-disciplinary teams
- Proven influencing and advocacy skills, and an understanding of Welsh political and economic structures as relevant to Oxfam’s work, including non-government organisations and the voluntary sector.
- Strong understanding of international poverty issues and how these relate to a UK and Welsh context.
- Knowledge of UK and devolved social and economic policy as it impacts on poverty and social exclusion in Wales and the UK.
- Ability to think innovatively and operate strategically, developing and delivering divisional and corporate strategies and policies in a devolved context.
- Strong conceptual and analytical skills.
- Financial management expertise and diligence in accounting for and maximising resource use.
- Language skills: Oxfam’s work includes bilingualism. It is essential to have some competence in written and spoken Welsh or the ability and commitment to learn.
- A strong understanding of feminist leadership principles and ability to apply them in day-to-day behaviour and work. Ability to practice accountability to those who experience oppression as a result of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity.
- Ability to work unsociable hours where necessary, and to travel both within and outside Wales e.g. to/from Oxford and Regional Trading offices (depending on COVID-19 restrictions).

**Safer recruitment:** All offers of employment are subject to satisfactory references and appropriate screening checks [which can include counterterrorism, safeguarding and criminal records checks]. You can find out what [this means here](#).

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**FOR HR USE ONLY**

**DBS CHECK REQUIRED** No

Graded and reviewed by: Neha Rathi

Job Title: HRBP  
Date: 07.07.2021