



## Job Description: Living Wage Programme Officer

<b>Post Title:</b>	Living Wage Programme Officer
<b>Salary:</b>	Circa £28,000 pro rata
<b>Duration:</b>	1 year (with possibility of renewal)
<b>Hours:</b>	30 Hours per week / flexible working
<b>Start-Date:</b>	March 2022
<b>Location:</b>	Home working / Cardiff office
<b>Line-Management:</b>	Director

### About Cynnal Cymru – Sustain Wales

Cynnal Cymru- Sustain Wales is a non-profit organisation providing advice, training and support services to help organisations turn sustainability aims into action.

We are the official partner of the [Carbon Literacy Project](#) in Wales and the Living Wage Foundation's accreditation partner in Wales. Our teams of sustainability specialists work to support organisations across three core programme areas: (i) low carbon economy, (ii) natural environment and (iii) fair and just society.

### The Living Wage

The real Living Wage is an independently calculated hourly rate based on the cost of living and announced each November during Living Wage Week, the annual celebration of a growing network of almost 9,000 Living Wage Employers in the UK.

The Living Wage Foundation and its partners in Wales and Scotland, celebrate employers that voluntarily choose to pay the real Living Wage through an accreditation scheme that recognises a long-term commitment to fair pay and has secured pay rises for over 300,000 low paid workers.

The number of accredited Living Wage organisations across Wales is growing and Welsh Government recognise the role of the real Living Wage as part of ensuring fair work for everyone in Wales. In 2021, we launched the [Living Wage for Wales website](#).

## The Role

Cynnal Cymru has an exciting opportunity to join our dynamic team as a Living Wage Programme Officer. We are looking for a highly motivated and organised individual with the ability to build relationships with employers to grow the Living Wage network in Wales, to develop regional and sector strategies and proactively influence change.

### Key responsibilities

#### Relationship Management

- Build and manage relationships with employers and employer networks to promote and grow the Living Wage.
- Identify and develop strategic partnerships with a range of stakeholders including project partners and funders to support Cynnal Cymru's work
- Represent the organisation effectively to external audiences in meetings and events to promote the business and reputational benefits of the Living Wage.

#### Accreditation

- Provide a high-quality client experience for employers that are interested in the Living Wage and provide timely advice and guidance on how to implement the Living Wage to support their accreditation.
- Work with the support team to process accreditations, recognitions and renewals on CRM systems such as Salesforce
- Keep up to date on latest Living Wage policy issues and support development and communication of Living Wage criteria to ensure that Cynnal Cymru is responsive to the needs of employees and employers.

#### Project Management

- Develop and implement strategies to grow accreditations in specific sectors and regions to deliver the Living Wage Foundation's business plan objectives.
- Lead on projects to promote and grow Living Wage accreditations and develop the quality of service offered.
- Monitor and evaluate the impact of projects and provide reports to the Director

#### Communications and Events

- Organise employer events to celebrate and grow our network of Living Wage employers, including playing an active role in the delivery of Living Wage Week every year
- Collate case studies and examples of best practice to develop materials and promote the Living Wage.
- Support the development of Cynnal Cymru and the Living Wage in Wales presence on social media and on the website.

# Person Specification

## Essential

- Excellent relationship building skills and experience working with people and organisations from across sectors and industries
- Excellent written and oral communication skills
- Experience of creating, executing and reporting on strategies and targets.
- Experience of creating communications for social media, newsletters and websites.
- Experience with carrying out evaluations, gathering feedback and analysing results.
- Experience working within a budget
- Resident in Wales
- Welsh language (good level of verbal and written skills)

## Desirable

- Experience applying for funding for third sector organisations
- Experience of using customer-relationship management CRM packages
- An entrepreneurial outlook and experience developing income streams
- Familiarity with Welsh policy related to equality and fair work

## How to apply

Please send your application to [jobs@cynnalcyrmru.com](mailto:jobs@cynnalcyrmru.com) by **5pm on Monday 14 March**, including your:

- Cover email
- Application form
- Equal opportunities form

Please note we do not accept CVs.

The online interviews will take place **March 2022**.

## Further information

### Working practice

We recognise the value in creating a balance between work and home life so we do what we can to accommodate flexible working. We work up to a four day (30 hour) working week.

We are actively seeking to reach a diverse pool of candidates and we are happy to consider any reasonable adjustments that any potential employees may need to be successful.

- Four day working week (usually Monday - Thursday)
- Flexible working
- Hybrid working

Our office is based in the centre of Cardiff and is easily accessible by public transport.

We are currently operating a hybrid working model with staff working between the office and home in response to current Covid-19 guidelines.

### Interviews

We use a blind recruitment process at Cynnal Cymru.

Please get in contact to discuss anything you might need to access and take part in the interview process or have other questions about the application process.

If you are invited to interview for the position, do let us know if you would like any carer's costs that you incurred due to attending this interview to be reimbursed.

**For more information about this role, please contact Lynsey Jackson, Programme Manager at [lynsey@cyinnalcymru.com](mailto:lynsey@cyinnalcymru.com)**

### Diversity and Inclusion

Cynnal Cymru is committed to providing equal employment opportunity in all its employment programs and decisions. We recognise that a diverse and inclusive movement is critical to solving climate change and other sustainability challenges, and that we must ensure that those directly impacted – particularly those who have been excluded in the past – are at the centre of the movement for change.

We do our best to make staff positions accessible to all potential team members, regardless of race, colour, national origin, ethnicity, age, disability, assigned gender, gender expression or identity, sexual orientation or identity, religion or creed, veteran status, and marital or parental status. We strive to recruit team members from communities most impacted by climate change or impacted by other kinds of environmental, social, and economic injustice. We therefore strongly encourage applications from people of colour, women, LGBTQ people and members of marginalised communities.

### Sustainability

We expect you to carry out your job responsibilities in a sustainable manner, ensuring as little damage to the environment as possible. Our aim is to ensure all resources are utilised effectively, efficiently and ethically.

### Welsh Language Policy

In carrying out our work, we try to be as bilingual as possible in our daily operations and treat the English and Welsh languages equally so far as is appropriate in the circumstances and reasonably practical.