

Candidate Pack

Head of Fair Economy

19 March 2026





CYNNAL | SUSTAIN
CYMRU | WALES

Established in 2002, we are the leading sustainable development charity in Wales.

Our mission is to enable organisations and individuals to turn sustainable development aims into action through the provision of advice, training and connections.



Could you be our next Head of Fair Economy?

A fairer and greener economy for Wales means a real Living Wage for everyone and support for the local businesses that help meet our everyday needs. We have already helped over 600 Welsh organisations guarantee 170,000 employees' access to a real Living Wage, and we have supported local businesses pioneering food, energy, housing, transport, nature and health services. We want to do more – can you help us as our new Head of Fair Economy?

You will need to be passionate about building an economy that works for everyone, with the skills and experience to lead and build programmes and teams, work collaboratively with a wide range of stakeholders in our areas of work, and be proactive in identifying new opportunities for funding and impact.

You will be leading the Fair Economy team to deliver against impact targets in our annual business plan. This involves:

- Leading the Fair Economy team (30%)
- Supporting the Real Living Wage (RLW) Programme (30%)
- Supporting the Foundational Economy (FE) Programme (40%)

You'll play a key role in helping individuals and organisations benefit from our expertise, while growing our reach, income, and impact as a forward-thinking charity. This includes lifting individuals out of in-work poverty and supporting local businesses that provide our everyday needs.

We are a lively and progressive charity at an important stage in our development. If our mission resonates with you and you share our aims, we would love to hear from you.



About Cynnal Cymru – Sustain Wales

Cynnal Cymru is the leading sustainable development organisation in Wales. With charitable aims at our core, we provide advice, training and connections to help organisations take bold decisions for a fairer and more secure future.

Our Mission

We believe that every organisation can take steps to respond to global challenges in ways that benefit them and the people around them.

Whether it's paying the real Living Wage so that workers can live and not just exist, reshaping business practices to minimise environmental harm, or engaging with employees, supply chains and customers to reduce greenhouse gas emissions – we believe that raising ambition benefits organisations in Wales and beyond, now and for the future.

Our Vision

Our vision is a world with a stable climate, a society which respects and protects the planet's finite resources, and every person is respected, valued and able to meet their needs.



Who we are

We're sustainability experts who help organisations create a fairer and more secure future. Since 2002 we've been part of Wales' journey to end short-term thinking and become a leader in sustainable development. We reshaped our services in 2016 after we completed our work for the establishment of The Future Generations Office.

Our team delivers wide-reaching work touching many agendas and policy areas including climate change and decarbonisation, sustainable travel, renewable energy, utilities, affordable housing, the Foundational Economy, in-work poverty, management of natural resources and much more.

We have worked with some amazing people and organisations over the years, and our current roles and areas of expertise include:

- Real Living Wage accreditation and support
- Delivering Carbon Literacy training for organisations
- Nature Wise – Eco Literacy training
- Climate change, environmental and decarbonisation strategies and support
- Creating and facilitation of communities of practice – including for social housing, decarbonisation and the Foundational Economy in Wales

Every project we work on helps us grow and understand even more about sustainability—and about people. We love what we do.



Job description:

Post Title:	Head of Fair Economy
Last Updated	Final 10.3.26
Salary:	Band 3. £41,200-£46,350 (2026/27)
Duration:	Permanent
Hours:	30-37.5 hours per week, flexible working
Location:	Hybrid - Cardiff office / home and client sites. Expectation is at least 25% of the week (1 -2 days) is based during core days in the office. Frequency to be agreed with line manager.
Reports to:	Chief Executive
Direct Reports:	Living Wage Programme Lead Fair Economy and Sustainability Adviser Fair Economy Project Coordinator Note: Also directing other team members when agreed to support delivery of work.
Finance:	Budget responsibility for Living Wage and Foundational Economy programmes of around £300,000 -£350,000 per year, dependant on grants, trusts and foundations, and accreditation fees. Expenditure for staff, associates, technical advice and other direct delivery costs.

Main purpose of the role

To be responsible for the overall delivery of the Fair Economy function of the charity to deliver against impact targets in the annual business plan. This involves:

- Leading the Fair Economy team (30%)
- Supporting the Real Living Wage (RLW) Programme (30%)
- Supporting the Foundational Economy (FE) Programme (40%)

Success will look like a charity that is efficient and effective in how we help individuals and organisations get involved with our services and others, share good practice, and develop longer term relationships that generate income and impact.

For more information about the RLW and FE see:

Fair Economy www.cynnalcyrmru.com/fair-economy/

Living Wage in Wales www.livingwage.wales

Foundational Economy www.cynnalcyrmru.com/foundational-economy/ and www.gov.wales/foundational-economy



Key responsibilities

Leading the Fair Economy Team (30%)

- Managing the current Fair Economy team, ensuring that staff are supported and developed to deliver their best work, and that programmes and projects are delivered to deadlines, budget and customer expectations.
- Helping the Fair Economy team with prioritisation of workloads, programmes, and understanding and using different team members' skills and experience and that of the wider organisation.
- Overseeing processes for monitoring and evaluation so that we can measure our impact and staff can operate in a culture of continuous improvement.
- Budget management, and reporting of programme progress monthly to team meetings, organisation-wide meetings, Senior Management Team (SMT), and quarterly to the Board.
- As a member of the SMT input advice and take on time-limited tasks agreed with CEO to help the running of the charity.
- Represent Cynnal Cymru effectively to external audiences in meetings, at events and in the public domain to promote and grow our work.

Supporting the Real Living Wage (RLW) Programme (30%)

- Senior stakeholder management to demonstrate impact and generate income for the Real Living Wage Programme in Wales. This will include fundraising and reporting to funders, influencing grant-making bodies to put RLW into criteria, and recruiting champions for RLW such as speakers for events. Stakeholders will include trusts and foundations, Living Wage Foundation Advisory Group, Citizens UK – Welsh Operations, Welsh Government, Future Generations Commission, TUC, Cardiff University Business School.
- Senior leads generation such as local authorities and large businesses, to hand over to Living Wage Programme Lead and technical team for Real Living Wage accreditation.
- Support Fair Economy Projects Coordinator with shaping agendas, securing speakers and members of Living Wage Places and Groups to shape growth and impact of these groups.
- Support Head of Communications, contractors and team with RLW outreach plans, events, written content for website, thought pieces, and presentations. Policy remit is focused around working with others promoting RLW and FE within public sector procurement and grants.

Supporting the Foundational Economy (FE) Programme (40%)

- Senior stakeholder management - to demonstrate impact and generate income for the programme. This will include fundraising and reporting to funders, developing workplans, influencing areas such as procurement, and identifying opportunities to promote and collaborate with others on the FE. Stakeholders will include Welsh Government, Business Wales, Economic Development networks, and Future Generations Commission.
- Deliver parts of programme, such as policy recommendations, while supporting others in team and across the wider organisation to deliver areas such as good practice networks and research.
- Support the Head of Communications, contractors and team with FE plans, events, written content for websites, thought pieces, and presentations to help with outreach around FE areas.

Any special conditions

None



Role specification

Qualifications	
Relevant experience or related qualification in an area of expertise that will benefit the role around areas covered by Real Living Wage, Foundational Economy and Programme management.	Essential
Skills and abilities (related to role)	
Able to use email, SharePoint, Zoom and Microsoft Teams for remote working.	Essential
Excellent time management and prioritisation to help manage several programmes and projects at once.	Essential
Ability to develop and manage budgets for project proposals and delivery.	Essential
Strong team worker, able to use different skills and experiences in team and wider organisation to help deliver against shared priorities.	Essential
High level of attention to detail for written communication, drafting and editing.	Essential
Ability to deliver inspiring action through relatable policy insights and advice work, through presentations or think pieces.	Essential
Ability to learn and adapt quickly to new policy areas and develop positive and realistic solutions to challenges.	Essential
Able to operate at or be trained to at least 'A1 Entry Level' using the Natural Resource Wales framework for Welsh language skills .	Desirable
Experience and knowledge (related to role)	
Strong policy knowledge in a devolved Welsh context, particularly as it relates to local economic development policy, business support, fair pay and work, foundational economy and other similar topics.	Essential
Experience in working with one or more of the sectors that form the Foundational Economy e.g. care and health services, including social care and childcare, management of social housing, construction of residential and commercial buildings, energy and utilities, food, high street retail and services, tourism, public transport.	Essential
Experience of raising funds through contributing in a team to funding proposals, such as grants, trusts and foundations, tradable services, and sponsorship and donations.	Essential
Have a track record of building trusted relationships with senior stakeholders, partners and clients, to raise income and deliver impact.	Essential
Experience of people and performance management and development of staff, volunteers, and associates (contractors) in person and remotely.	Essential
Experience of programme management of short and longer-term projects.	Essential
Working as a corporate team to make decisions around people, performance, finance, risk, and impact for an organisation.	Desirable



Familiar with issues facing a not-for-profit sector organisation.	Desirable
Familiar with or worked for a similar small organisation of around 12 part-time and full-time staff, and a volunteer and contractor base of around 15.	Desirable
Other requirements	
Interest in the Wales well-being goals, ways of working and able to demonstrate own sustainable living journey.	Essential
Ability to demonstrate an understanding of and commitment to our organisational values of: Persistence, Professionalism, and Respect.	Essential
Commitment to equal opportunities, diversity and inclusion and what this means for our operations and delivery.	Essential



How to apply

Please complete your [Application Form](#) and the voluntary [Equality and Diversity Monitoring form](#) by midnight on Sunday 26th April 2026.

We will aim to let applicants know if they have been selected for interview by 5pm on Wednesday 29th April.

If after reading this candidate pack you feel you meet most of the essential person specification, we would encourage you to apply. If you have any further questions about the role, please email jobs@cynnalcymru.com to arrange a time to discuss these.

Please note we do not accept CVs.

Interviews

The interviews will be taking place on **Wednesday 6th May and Thursday 7th May in Cardiff** to allow candidates to visit our office.

Our application form sets out the interview format and asks if there is any other support you may need if you are invited to interview.

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

Equality and diversity recruitment monitoring

Cynnal Cymru – Sustain Wales wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

Filling in the monitoring form is voluntary but helps us to understand and improve our equality and diversity. The information provided will be kept confidential and will be used solely for monitoring purposes. It will not be shared with the assessment or interview panel.

All applications will be anonymised to ensure that no subconscious biases from the selection panel advantage or disadvantage anyone.

If you notice anything within this recruitment pack that you think can be improved, please tell us.

Contact

For any questions relating to this role, Cynnal Cymru or the application process, email jobs@cynnalcymru.com or call 029 2294 0810



Further information

How we work

We understand that our staff have commitments and priorities outside work and are therefore happy to explore any flexible working arrangement that will enable you to deliver your best work, providing the organisation's business needs can also be met.

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.

Our office is based in Cardiff and is easily accessible by public transport. We operate a hybrid working model with staff working between the office and home.

Diversity and Inclusion

Cynnal Cymru is committed to providing equal employment opportunity in all its employment programmes 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 all those directly impacted – particularly those who have been excluded in the past – are at the centre of the movement for change.

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. We have a commitment to work towards the '[Cynnig Cymraeg](#)' (Welsh Offer) scheme.

