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**Job Description**

**Job title:** Civic Participation Officer

**Salary:** £27,741 (NJC23) - £22,192 pro rata

**Hours:** 28 hours per week

**Place of work:** Caerphilly (remote home working currently due to Covid-19)

**Responsible to:** Policy and Programmes Manager

**Key relationships:** DW Staff Team, DW Board of Directors, DW Members, Stakeholders

**Contract:** Fixed Term Contract until 30th June 2022

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**An outline profile of the post:**

* To develop and deliver a pilot financial assistance scheme (‘access to elected office fund’) to provide disabled candidates with impairment related support and adjustments, during the Senedd Cymru 2021 elections, and selection and election for the Welsh Local Government elections 2022; to promote equality and inclusion of disabled people in political participation, including standing for office.

**Job Responsibilities:**

* Lead on developing and establishing the pilot ‘access to elected office fund’ in Wales including promotion of the scheme to key audiences.
* Contribute to development of policy and practice guidance for delivery of the scheme in consultation with the Advisory Board/Assessment Panel.
* Develop effective relationships with political parties, organisations responsible for electoral governance and administration and third sector stakeholders to enable the smooth delivery of the fund.
* Produce guidance and information materials for key stakeholders including applicants to the fund.
* Liaise with the Finance and Administration Officer in ensuring appropriate administration and support to applicants and recipients of the fund.

**Key Tasks**

**1. Scheme establishment, running, reporting and sustainability**

* Ensure the carrying out of monitoring and evaluation activity, ensuring consistency of data and good tracking of beneficiaries and capture case studies to demonstrate the success of the scheme and inform future refinements to the model.
* Draft reports on progress for the Welsh Government, Scheme Advisory Board, your line manager or Chief Executive, as required.
* Contribute to the development of funding bids for future work.
* Develop and maintain partnership arrangements with key partners.
* Liaise with policy colleagues to utilise learning and information gained through the pilot relevant to current policy issues.
* Ensure appropriate financial due diligence, data protection procedures and cyber security standards are followed in line with Welsh Government requirements.
* Carry out desk-based research as needed to inform the scheme.

**2. Information and support services**

* Ensure good support to and facilitation of the Scheme Advisory Board/Assessment Panel meetings, including demonstrating robust fair process in decision making, etc.
* Arrange support on behalf of disabled candidates as required (to be confirmed)
* Develop materials and resources for project participants and target audiences.

**3. Promotional activity**

* Carry out promotional activity to advertise the scheme to potential participants and work with appropriate colleagues to undertake media work that raises the profile of the scheme.
* Carry out and organise talks, meetings, and events with appropriate audiences to promote the scheme and disseminate information.
* Liaise with political parties and other stakeholders to promote the scheme and develop an Inclusion Charter outlining cross party commitments to fully accessible political participation.
* Development and updating of website page.
* Ensure a strong social media presence relating to the scheme and respond to messages to our pages.
* Encourage and support scheme beneficiaries to supply material for use in information about the scheme, such as blog articles etc.

**4. General Duties**

* To undertake any other duties as required which are in keeping with the aims of the post.