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**Job Description**

**Job title:** Policy and Research Officer (EU Transition)

**Salary:** NJC Scale Points 23-25 £26,999 - £28,785

 Starting Point 23 £26,999 pro-rata £21,599

**Hours:** 28 hours per week

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

**Responsible to:** Policy and Programmes Manager

**Key relationships:** DW Staff Team, DW Board of Directors, DW Members, Stakeholders, Brexit Civil Society Forum

**Contract:** Fixed Term Contract until 31st March 2022

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**An outline profile of the post:**

* increase knowledge and understanding among disabled people, DPOs and the disability sector regarding the impact of Brexit and how they can manage the impact of the changes
* build capacity among Disabled Peoples Organisation’s to share information about Brexit among disabled people within their communities including where to signpost for further support
* arrange opportunities for national and local DPOs to exchange information about the impact of Brexit and identify issues where further clarification is required from UK/WG
* develop and produce accessible materials about Brexit / EU transition arrangements across a range of policy areas

**Job Responsibilities:**

**Policy, Research and Networks**

* Investigate how Disabled People’s Organisations (DPOs) can continue to engage with partners and stakeholders in the EU such as the European Disability Forum to share best practice.
* Research new developments including progress with the EU Accessibility Act and how this may be reflected in Welsh law/policy and disseminate findings/recommendations
* Research key policy issues and disseminate findings and recommendations to address issues which have impacted particularly on disabled people following withdrawal from the EU, including: portability of benefits; employment of Personal Assistants from the EU; travel arrangements; and transportation of assistance animals
* Research and disseminate information to DPOs re accessing the new initiatives replacing EU programmes.
* Co-ordinate the review and refresh of existing online material and the development and design of new accessible online materials including videos and sources of support
* Develop and maintain a virtual Brexit and Disability policy network to inform future developments beyond 31st March 2022
* Arrange 4 nations round table & an end of project online conference to disseminate findings from research, highlight key issues to be addressed and bring together stakeholders from across the UK and the EU
* To promote DW to politicians, public sector officials, researchers and service planners in Wales to ensure that key decision-makers consider DW the expert on disability equality, rights and independent living in Wales.
* To monitor and evaluate relevant legislation and public policy against the principles of the UN Convention on the Rights of Disabled People (UNCRDP)
* To build a strategic network of members and stakeholders including politicians, public sector officials, academics, researchers and service planners as a vehicle for influence and collaboration
* To respond to media enquiries as appropriate
* To prepare, co-ordinate and deliver relevant tenders and projects

* To participate in the development and delivery of conferences, seminars, workshops and training in order to engage key stakeholders, to develop and test policy thinking and shape the public policy debate

**General Duties**

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