



promoting equality in housing
hybu cydraddoldeb ym maes tai

RECRUITMENT PACK

Temporary Policy and/or Events Coordinator

Location: Remote working and occasional travel throughout Wales to include staff meetings at the Cardiff office

Closing date: 12pm on 30 April 2025

Stage 1 Interview (group assessment centre): 8 May 2025

Welcome

Thank you for your interest in the Temporary Policy and/or Events Officer Coordinator—an exciting opportunity to help us make a real impact at Tai Pawb!

At Tai Pawb, we are Wales's leading organisation championing equality and diversity in housing. We imagine a Wales where everyone has the right to a good home and work with our members and the wider housing sector to embed equality, diversity, and inclusion (EDI) into everything they do. We also influence policymakers to drive meaningful change.

This is an exciting time to join us as we enter the final year of our current five-year strategy and begin shaping a new one, with input from staff and stakeholders. We're undergoing some changes in our Policy and Public Affairs team, and we are excited to offer a 6-month secondment or fixed term contract opportunity (until November 2025), to help us with our capacity. Over this period, we anticipate policy work relating to disabled people, homelessness, manifesto development and good practice events/briefings as amongst the duties required. We are flexible based on the skills and experience of the right candidate, and this is reflected by the broad salary scale on offer for this role. Whether you are someone experienced in policymaking, coordinating online events or looking to gain expertise in either area, this flexible opportunity could be for you.

Our remit is quite niche, so we don't expect applicants to be experts in both equality and housing from day one. However, a genuine passion for equality, diversity, and inclusion (EDI) is essential. An interest in policy and the desire to work as part of a team, combined with the right values and a demonstrable commitment to EDI is what matters most.

At Tai Pawb, we have ambitious plans for the future and need great people to help us achieve them. As a small, dynamic organisation, working with us means:

- Gaining varied experience and expanding your networks
- Seeing the direct impact of your work
- Influencing our direction with quick decision-making
- Benefiting from our trailblazing 4-Day Week—100% of the work, in 80% of the time, for 100% pay (permanent adoption of this model will be decided by Trustees in April).

This is a fantastic opportunity to apply your skills, develop your potential, and be part of a team that truly makes a difference.

Being a flexible role, the job description and person specification are to be used as a guide – we wouldn't expect candidates to meet all criteria. To that end, if this role interests you, please get in touch with us for a discussion.

I look forward to receiving your application!

David Rowlands
Acting Head of Policy and Public Affairs



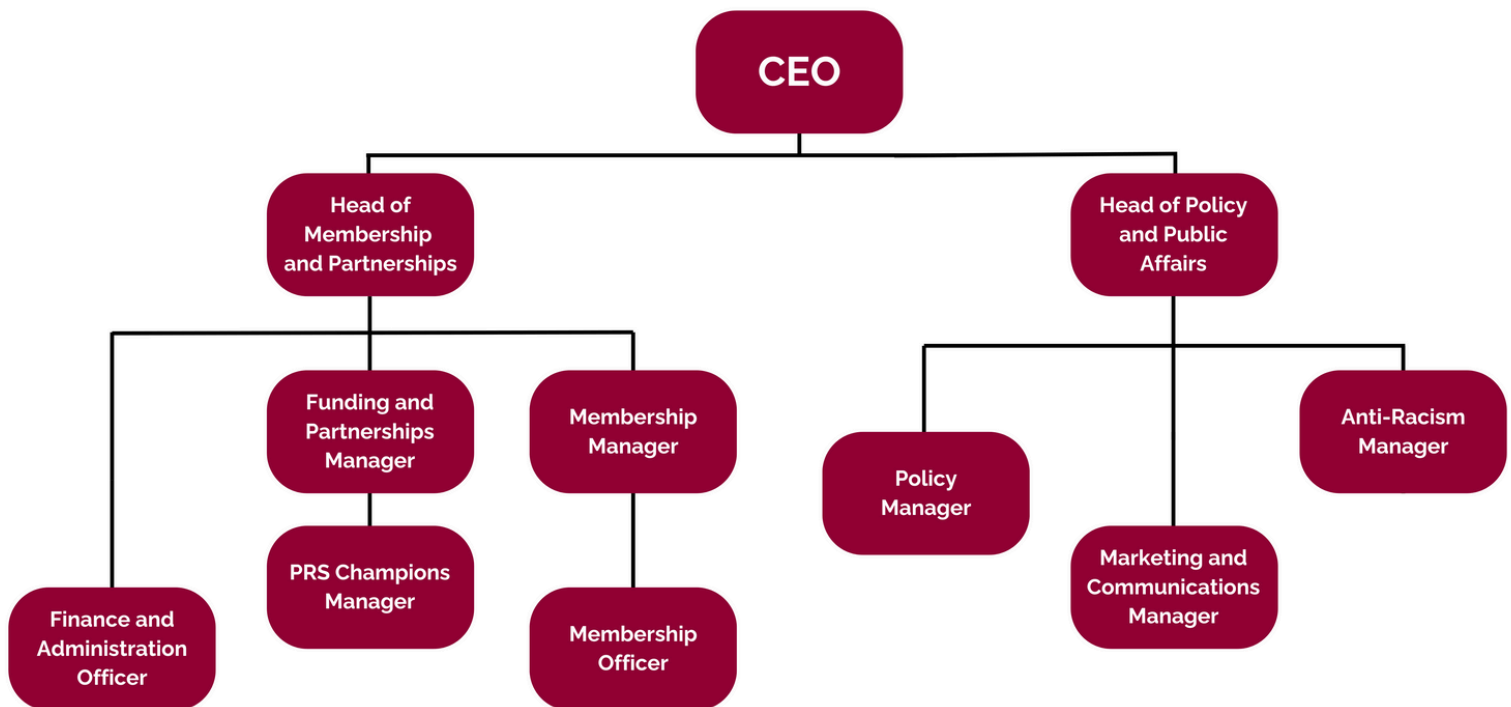
About Us

Who We Are



Tai Pawb is the leading national organisation promoting equality and diversity in housing. Our vision is Wales where everyone has the right to a good home. We support and work with our members to help them put ideas into practice, we influence policy makers to make housing policy fair and we are the thought leaders on equality, diversity and human rights issues for the housing sector and beyond.

Our Team



Why work at Tai Pawb?

Benefits



SALARY

We offer a competitive salary. This is benchmarked regularly against industry standards.



PENSION

A defined contribution pension scheme. Tai Pawb will contribute 5% to your pension.



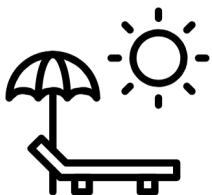
4 DAY WORKING WEEK

Between April 2024 and March 2025 Tai Pawb is trialling a 4 day working week. The 4DW is based on a principle of delivering 100% of the work, in 80% of the time, for 100% of salary (it doesn't mean compressed hours or pro rata pay) [read more here](#) (Permanent adoption of this model will be decided by Trustees in April).



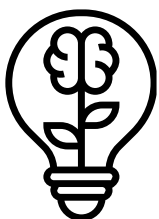
FLEXIBLE WORKING

The successful candidate's main base of work will be at home. We have an office base in Cardiff that can be used throughout the week according to staff members' needs. There's an expectation that you will meet at regular intervals with your line manager to discuss project work.



LEAVE

Staff are entitled to 23 days of annual leave and 8 Bank Holidays. We also offer good maternity, paternity, adoption and shared parental pay.



SHAPE THE ORGANISATION AND OUR WORK

Joining Tai Pawb gives you the chance to help shape our work as well as our responses to opportunities and challenges in the housing and equalities sector. We are a genuinely collegiate and collaborative organisation that values staff input and experience.

Job Description

- Post:** Temporary Policy and/or Events Coordinator
- Responsible to:** Acting Head of Policy and Public Affairs
- Salary:** £28,698 - £37,874 (we will appoint based on the range of duties the candidate is capable of fulfilling)
- Hours:** Flexible – This opportunity is available at 35 hours per week (actual 28 hours per week or part-time (minimum 2 days per week) based on the right candidate. We currently operate a four-day week on a trial basis, where you will receive 100% of the salary, 80% of the hours and 100% of the outcomes. We do not work on Fridays. (permanent adoption of this model will be decided by Trustees in April).
- Contract:** Fixed term/Secondment (until November 2025 with a potential extension).
- Location:** Remote working and occasional travel throughout Wales to include staff meetings at the Cardiff office. Reasonable adjustments for the successful person, if required.
- Travel:** Occasional travel across Wales to partnership and membership meetings and events
- Key relationships:** Housing associations (RSLs), local authorities, third sector housing support organisations, internal colleagues

Purpose of the post

The post holder will be central to Tai Pawb's policy functions. It's a flexible opportunity to undertake policy work and/or events, focusing on areas such as homelessness and disability. Good written communication skills, including the ability to make information impactful and digestible are required. This is a role for an independent worker who likes contributing to a team. Working closely with the Acting Head of Policy and Public Affairs, the post holder will support our policy function, including amplifying good practice to members and ensuring considerations of Equality, Diversity and Inclusion are understood across housing.

Job Description

Key Duties

As stated, this is a flexible role based on the range of skills the candidate is capable of fulfilling. We anticipate duties may include:

- Support Tai Pawb's policy function in relation to disability, race, LGBT+ issues and other strategic areas of focus such as:
- the co-production and publication of policy papers, events briefings, good practice, and guidance – influencing stakeholders to adopt them
- monitoring the implementation of Welsh Government's Race Equality Action Plan
- work with Funding & Partnerships Manager in scoping partnership campaigns
- Regularly research, track, and communicate the impact of our policy and influencing work through surveys and member/stakeholder engagement
- Engage and carry out research with members and partners to help create an evidence base for our policy and influencing work
- Work strategically with other team members to seek and act on lived experience, developing an evidence base to underpin Tai Pawb's activities
- Work closely with policy officials (Welsh Government) to support policy development and implementation
- Scrutinise potential and actual equality and human rights impact of Welsh Government policies – and influence positive change
- Undertake any other tasks as may be required from time to time as a member of a small team with a national remit

Person Specification

Essential

Knowledge & Experience

- Qualified to degree level or equivalent
- Track record of developing effective, credible relationships with a wide range of stakeholders
- Experience in influencing national policy

Skills & competencies

- Excellent verbal and written communication skills for a variety of audiences and purposes
- Highly organised with project planning and research skills and the ability to work independently
- Advanced level IT skills including Excel, Word, PPT or similar software
- Ability to quickly gain a good level of understanding in different policy areas
- Demonstrable commitment to equality, diversity, inclusion, and human rights

Desirable

- Project management skills
- Understanding of equality and diversity issues, policy, and practice
- Understanding of the role of a national membership organisation
- Ability to communicate in Welsh

Next Steps

To apply for this position, please send application form and the equalities monitoring form to **andrea@taipawb.org** by **12pm on 30th April 2025**

Tai Pawb is committed to creating a diverse and inclusive environment. We actively encourage applications from individuals of all backgrounds.

To help us with better representation of issues we work on and to remove barriers, all candidates from Black, Asian, and Ethnically Diverse backgrounds who meet the essential criteria, as well as all disabled candidates, will be guaranteed an interview at Stage 1 (group assessment). Disabled candidates who meet the essential criteria have the option to proceed directly to Stage 2 (individual interview).

If you require any reasonable adjustments, please specify this in the section provided on the application form. We will contact you to discuss this if you are selected for interview.

