Recruitment Information Pack

Policy & Advocacy Manager (Wales)

Fixed-term Contract
Maternity Cover, 9 to 12 months
Job Description: Policy and Advocacy Manager (Wales)

1. Reporting structure

   **Responsible to:**  Head of Conservation (Wales)  
   No direct or indirect reports

2. Overall purpose and objectives

   To provide the specialist scientific and technical marine knowledge, necessary to inform the development of coherent marine policy that will complement and underpin marine advocacy work for MCS.

   To develop relations with and influence parliamentarians and Government on marine policy and legislation to deliver the goals of the MCS Strategy.

   To develop, manage, promote and be generally responsible for delivery of marine policy at a strategic devolved level and provide advice to MCS on policy issues in Wales.

3. Key responsibilities

   Within specified lead areas:
   - Lead on Welsh policy and advocacy, develop and co-ordinate MCS parliamentary work, support delivery of the MCS Strategy
   - Develop and communicate MCS policy, to engage and influence Assembly Members, Government, industry and user groups
   - Liaise and collaborate with other eNGOs, especially Wales Environment Link and ELUK, to increase profile, enhance our impact and avoid duplication.
   - Support HOCW in delivering the Welsh programme and MCS Strategy, working in close collaboration with other MCS staff

4. Main duties

   **Parliamentary work**

   Within specified lead areas:
   - Develop and co-ordinate MCS parliamentary work, under guidance and support from the HoCW.
   - Lead on MCS contribution to parliamentary and public affairs elements of collaborative campaigns.
   - Develop and maintain constructive relationships with Assembly Members, Committees, advisers, and researchers in Assembly through:
     - direct liaison and advocacy
     - written parliamentary briefings, letters, written and oral evidence to Assembly Committees
     - organisation of parliamentary events at the Senedd.
     - lead on communications
   - Provide parliamentary advice for MCS and support WEL including:
- organise targeted meetings where appropriate, and attend meetings of relevant senior civil servants, special advisors, Ministers and Assembly Members.
- maintain a database of all MCS Welsh Parliamentary Contacts
- monitor outputs from Senedd, Welsh media and other bodies of relevance to MCS political work
- maintain a calendar of parliamentary and political events and inform staff as relevant.
- Input to the MCS Strategy and Programme Plans as required
- Support MCS teams in providing political context to public communications

Conservation policy and advocacy

- Support the HoCW with the development and implementation of policy and project work as necessary, including technical responses to consultations on coastal and marine matters.
- Support the HoCW in influencing marine conservation policy through liaison and lobbying of civil servants and relevant stakeholders.
- Within specified policy areas, research and develop policy briefings on marine conservation issues for political, industry and public audiences.
- Develop constructive links and liaison with key stakeholders in Welsh Government, industry and NGO sectors.
- Respond to Welsh and input into UK and European government and industry consultations as required.
- Represent MCS on national and international forums as required, working in co-operation with other NGOs, government bodies, industry and user groups.

Public/External Affairs

- Represent the organisation, often in a senior capacity, at political and broader stakeholder events, meetings and forums.
- Represent MCS at events giving presentations to varied audiences as appropriate.
- Act as a spokesperson for MCS as required.
- With the Engagement and Communications team:
  - provide support to develop appropriate communication tools to gather public support and to influence local AMs, MPs and national Government, e.g. letters / petitions.
  - prepare communications to keep partners informed of relevant lobbying activities on areas of policy responsibility
  - organise or assist in the organisation of public lobbies of the Assembly as required.

5. Additional tasks

- Working with WEL:
  - Assist WEL Species Champions work and other organised WEL events as required.
  - Provide support to synthesise and present WEL’s policy work in clear messages for Government, AMs and media.
  - Support WEL in identifying and securing available funding for products to support the WEL campaigning (e.g. reports, printed Assembly briefings, events, etc.), where necessary.

6. Internal reporting

- Inform the HoCW of developments and activities in the Assembly on an ongoing basis.
- Produce and maintain an annual work plan
- Maintain an online MCS Outlook Calendar
• Input to the quarterly ‘Progress Against Plan’ on staff activities and progress against targets for submission to the Chief Executive and Board of Trustees
• Input to proposals and reports for submission to funders as required
• Attend Team meetings, project review meetings, other conservation team meetings, as well as wider staff meetings, as required
• Input to the MCS Conservation Strategy and Campaign Action Plans as required;
• Attend regular meetings with the HoCW
• Attend WEL Marine Working Group meetings

7. General duties

• Abide by the core values of MCS in all aspects of their work.
• Support MCS’ strategies and initiatives to expand the organisation’s membership, raise funds and communicate the wider aims of MCS throughout their work.
• Maintain the highest professional standards at all times, ensuring that all outputs are produced within agreed budgets, time scales and specifications.
• Represent MCS externally, attending meetings, conferences and events as and when appropriate.
• Assist with general enquiries on information and resources from MCS, when necessary.
• Act responsibly in terms of the health, safety and welfare of yourself and colleagues, acting in accordance with our Health & Safety Policy and Procedures, and the policies as set out in the Employee Handbook.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other reasonable duties and responsibilities relevant to the nature, level and scope of the post as advised by the Director of Fundraising and Marketing, or any other member of the Senior Management Team.

8. Working relationships

<table>
<thead>
<tr>
<th>Internal</th>
<th>Under guidance from the HoCW, work effectively with all conservation, policy, and external affairs staff in MCS to further their conservation objectives.</th>
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<tr>
<td></td>
<td>Assist MCS staff with information on Welsh policy and Assembly affairs to support their policy work and campaigns.</td>
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<td>Engage regularly with the HoCW and WEL Marine Working Group.</td>
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<td>Engage regularly and pro-actively with the Communications Team to ensure key messages are delivered to supporters on area of work.</td>
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<thead>
<tr>
<th>External</th>
<th>Develop and manage effective working relationships with Assembly Members, their support staff, research and Committee staff, and Special Advisors.</th>
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<tr>
<td></td>
<td>Develop and manage effective working relations with civil servants, (particularly in the Welsh Government and its new agency Natural Resources Wales), marine industries, and NGOs</td>
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<td></td>
<td>Work together with other eNGO partners as required to deliver the objectives of the WEL Marine Working Group</td>
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<td></td>
<td>Work effectively with other WEL Working Groups to ensure the needs of the marine environment are integrated into their work on strategic policy.</td>
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9. Working environment

| Offices: | Open plan offices in Ross on Wye. |
| Travel:  | Regular travel around Wales, occasional travel outside Wales, occasional overnight stays. |

10. Dimensions and Limits of Authority

| Budget | Responsible for achieving agreed annual income corporate fundraising targets. Postholder does not have budget responsibilities Can sign off expenditure up to £100 without pre-approval. |
| Management | N/A |
| Strategy | Responsible for developing parliamentary strategies and plans to support delivery of the MCS Strategy, as identified with the HoCW |
| Policy | Responsible for developing policy papers and Parliamentary briefings on a range of marine conservation issues, in conjunction with the HoCW, and with input from relevant staff |
| Outputs | Written/oral evidence to Assembly inquiries on issues relevant to MCS, with input from relevant policy officers. Assembly oral and written questions and AM briefings for Ministers question times and debates in the Senedd Welsh Government and NRW consultation responses as required MCS policy documents as required Media coverage on Welsh policy issues, with support from relevant policy officers, as required Conservation reporting requirements as required. Responsible for liaising with and lobbying AMs |

11. Person specification

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Proven ability and competencies</td>
<td>Proven ability to develop briefings in marine conservation policy or another environmental discipline Proven ability to undertake either environmental policy or political liaison work. Sound understanding of the issues surrounding the development of the Marine Act, forthcoming bills and their relevance to Wales, and knowledge of Proven experience of working with and influencing civil servants and Assembly Ministers. Proven ability to deal with journalists or the media.</td>
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<td>Other skills and abilities</td>
<td>Ability to research and assimilate information and material from a diverse range of sources (e.g. scientific papers, technical reports, web based resources). Effective computer literacy skills – particularly with the Microsoft Office Suite, including, word, excel and PowerPoint. Excellent communication skills, both verbal and written with attention to detail and the ability to communicate complex information to a variety of audiences including Ministers.</td>
</tr>
<tr>
<td>Qualifications, training and Knowledge</td>
<td>Educated to MSc/MA level in either marine/environmental science with policy experience or a politics discipline with environmental experience. A keen interest in politics and the environment. Fluent Welsh language speaker A good understanding of marine conservation planning and management within Wales, the UK and EU. A good understanding of the Senedd and policy development process, and how to create change.</td>
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<tr>
<td>Personal Qualities</td>
<td>Mature diplomatic approach; interpersonal skills to liaise with AMs, MPs, civil servants &amp; other key stakeholders. Highly motivated and able to work on own initiative for much of your time, as well as within a team. Flexible in approach to work, with the ability to handle a diverse workload, prioritise and meet deadlines. Excellent interpersonal skills, including the ability to build and maintain positive and productive relationships both internally and externally, and across different disciplines and sectors.</td>
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How to apply

You are invited to complete the application form which you can download from our Jobs webpage.

The application form is in two parts – part 1 collects your personal information and part 2 asks for your relevant work history, your qualifications and a supporting statement where you can outline your background and experience for the role.

Part 1 is separated and does not form part of the shortlisting process so please return the application form to us in a format that we can edit using Microsoft Word (so for example, not a pdf or a Pages document).

Along with the rest of your experience, we are particularly interested in your supporting statements. Here we are looking for you to tell us how your experience meets the role requirements. Please refer closely to both the job description and the person specification when completing this section. Your statement should include examples of your work or experience to evidence how you meet the job criteria and person specification and what skills you bring which would make you successful in the role.

We are also interested in what inspired you to apply for this role with us – tell us what it is about our work that attracted you to the organisation and the position.

Please return your completed application forms by email to hr@mcsuk.org and ensure the role you are applying for is in the subject line.

Interviews are usually held at our offices in Ross-on-Wye though this may change dependent on the intended office location of the role. You may be requested to prepare a task in advance, or take part in a group activity as part of the assessment process – full details will be provided to you in the invitation to interview. If you feel you require any reasonable adjustments to allow you to take part fully in the interview process, do let us know on the application form.

The legal bit

All offers of employment are conditional, subject to the following:

- candidates are required to provide proof of current and continued eligibility to work in the UK and will be required to present original documents if invited for interview. Information on what you’ll need to show will be provided as part of the invitation to attend an interview but you can read more on the Home Office UK Border Agency website: https://www.gov.uk/government/organisations/uk-visas-and-immigration

- receipt of two references which are satisfactory to MCS.

If you would like to speak to us please call the HR team on 01989 561574

Closing Date: Sunday 15 July 2018
Interviews: Friday 27 July 2018
Start Date: Monday 24 September 2018
MCS - Our vision, our mission

Our vision
Seas full of life - seas and coasts where nature flourishes and people thrive.

Our mission
To drive political, cultural and social change for healthy seas and coasts that support abundant marine wildlife, sustainable livelihoods and enjoyment for all.

What we stand for
Science and people - our staff, volunteers, supporters and partners - are at the heart of everything we do.

We act because everyone relies on the ocean to survive, from the air we breathe to the food we eat.

By helping people to discover, value and enjoy being connected to our seas, we can all make better decisions today, which will ensure seas full of life for future generations.

Why we need to act
Our seas are under threat - from pollution, overfishing and a lack of protection. We are taking too much out, for example fish and oil - often using intensive or destructive techniques. We are putting too much in - waste, pollution and damaging development.

What we need to achieve
Stop taking too much out of our seas - MCS will work to ensure sustainable use of the seas by minimising harm when we harvest resources, for example through fishing and oil extraction. Stop putting too much into our seas - MCS will work to prevent and clean up marine litter and pollution, and to minimise damage from development and climate change.
## Working with MCS

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<th>Hours of work</th>
<th>Our normal full-time working week is 35 hours. We offer Time Off in Lieu (TOIL) where you may have been required to work in excess of your standard hours and we have a flexible approach to our daily start and finish times in order to support you in balancing your work and home life.</th>
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<tr>
<td>Annual leave</td>
<td>We offer 25 days annual leave per annum, plus Bank Holidays – pro rated for part-time or fixed term contracts. Your entitlement to leave increases with service, to a maximum of 30 days after 10 years with us. Senior Management/Directors start at 27 days annual leave per annum, plus Bank Holidays, rising to a maximum of 30 days after 5 years.</td>
</tr>
<tr>
<td>Occupational sick pay</td>
<td>MCS seeks to support our team members when they have periods of sickness and once through the probationary period you are entitled to occupational sick pay equivalent to 8 weeks at full pay followed by 8 weeks at half-pay in any rolling year (pro-rated for part-time or fixed-term contracts)</td>
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<tr>
<td>Learning &amp; development</td>
<td>MCS recognises that its employees are fundamental to its success, and seeks to provide an outstanding and distinctive social and working environment in which both the organisation and its employees can flourish and achieve their full potential. We seek to employ and develop high calibre and high-performing staff in order to meet our strategic objectives.</td>
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<tr>
<td>Pension</td>
<td>We will auto-enrol all employees in their third month of employment into our stakeholder pension scheme. On a monthly basis, MCS will contribute the equivalent of 2% of your annual salary into our scheme. After 6 months service, MCS will contribute an amount equivalent to 6% of your annual salary into our scheme on a monthly basis. You may choose to make personal contributions when you commence employment with us, and at any time from then.</td>
</tr>
<tr>
<td>Childcare Voucher Scheme</td>
<td>Our childcare voucher scheme is open to all employees who are parents or guardians and currently use registered childcare facilities. Employees can easily self-administer their vouchers through the Computershare online service.</td>
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### Equality & Diversity at MCS

Everyone can expect to be treated with consideration and respect and MCS is committed to providing an inclusive environment for all. Good working relationships release the full potential, creativity and productivity of each individual, in an atmosphere where everyone can learn and work without prejudice, discrimination, harassment or violence.

MCS is an equal opportunities employer welcoming applications from all sections of the community.

Registered Charity No: 1004005 (England & Wales) SC037480 (Scotland)
Registered Office: Overross House, Ross Park, Ross-on-Wye, HR9 7US