

Public Affairs Advisor (Wales)

**6 month fixed-term
(Secondments considered)**

**Access to Cardiff
with flexibility for some working from home**

**£26,000 to £31,000 per annum
(pro rated for contract term)**



Job Description: Public Affairs Advisor (Wales)

Reporting structure

Reports to: Head of Conservation (Wales)

Line Management: None

Overall purpose and objective

To develop relations with and influence Members of the Senedd and the Welsh Government and Members of Parliament, on marine policy and legislation to deliver the goals of the MCS Strategy.

Key responsibilities

- In collaboration with the Policy & Advocacy Manager (Wales), develop and co-ordinate MCS parliamentary work, strategy and plans in Wales to support delivery of the MCS Strategy
- Work with policy leads, especially Policy and Advocacy Manager (Wales), to develop and communicate MCS policy to parliamentarians, Government, industry and user groups in Wales
- Engage and influence Members of the Senedd (MS), Welsh Members of Parliament (MPs), Government officials and industry stakeholders
- Liaise and collaborate with other eNGOs, in particularly Wales Environment Link members
- Work in close collaboration with MCS Programmes and Parliamentary teams, liaising with Engagement and Communications teams to inform our communications and media activity.

Main duties

Parliamentary work

- Develop and co-ordinate MCS parliamentary work in Wales, under guidance and support from the Head of Conservation Wales.
- Lead on MCS contribution to parliamentary and public affairs elements of collaborative campaigns in Wales.
- Develop parliamentary strategies for Wales and plans to support delivery of the MCS Strategy.
- Lead on parliamentary bill work on behalf of MCS to include negotiating with bill teams, supporting drafting of amendments to achieve policy aims; building up close relationships with parliamentary Committees and working to secure tabling of amendments.
- Develop and maintain constructive relationships with MS, Welsh MPs, advisers, Committee Clerks and researchers in the National Assembly for Wales through:
 - direct liaison and advocacy
 - written parliamentary briefings, letters, written evidence to Assembly Committees
 - organisation of parliamentary events in the Senedd.
- Represent MCS at external events.
- Co-lead on communications with parliamentarians, initiating and co-ordinating work within the Welsh team and Programmes Directorate and promoting MCS policies and messages for parliamentarians in a concise and influential way.
- Undertake parliamentary work with Westminster/Holyrood colleagues to influence Welsh MPs.
- Represent and provide Welsh input into UK parliamentary groups e.g. Environment Links UK and Greener UK

- Provide parliamentary advice and support to all relevant MCS colleagues as required, including:
 - Organise regular meetings of our senior team with Welsh Ministers, civil servants, members research and party representatives
 - Maintain a database of Welsh Members of Senedd and other relevant stakeholder; engagement tracker and debates; WAQs etc.
 - Monitor, record and where applicable act upon outputs from the Welsh Parliament, Welsh Government, Westminster, EU, media and other bodies of relevance to MCS political work.
 - Maintain a calendar of parliamentary and political events and inform colleagues as relevant.
- Input to the MCS Strategy and Programme Plans as required.
- Support Programmes, Parliamentary and Communications and Engagement teams in providing political context to public communications.

Conservation policy

- Support the Policy and Advocacy Manager (Wales) and Head of Conservation Wales through liaison and campaigning to deliver marine conservation policy.
- Where required, support the Policy and Advocacy Manager (Wales) in the research and development of policy briefings on marine conservation issues for political, industry and public audiences.
- Maintain established links and liaison with key stakeholders in Welsh Government, industry and NGO sectors, working with the Policy and Advocacy Manager (Wales).
- Respond to Welsh and UK government, and industry consultations as required, preparing briefings and evidence for parliamentary committees
- Represent MCS on national 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.
- Manage relationships with parliamentary affairs reps in other eNGOs and collaborative groups (e.g. Greener UK and WCL). Lead work on behalf of these groups where required.
- Act as a spokesperson for MCS as required.
- With the Engagement and Communications team:
 - Advise policy officers on the appropriate communication tools for use by MCS supporters to influence local MPs and national Government, e.g. letters / petitions.
 - Prepare letters to MS, MPs and petitions for MCS supporters to use in support of MCS campaigning activities.
 - Prepare communications to keep supporters informed of activities, where appropriate.
 - Organise or assist in the organisation of public rallies at the Senedd as required. Assist with marches at the Senedd as required.

General

Post mainly worked from home except if funding is secured for an office in Cardiff, at which point some work on a weekly basis from those offices would be required.

Expenses paid monthly travel to other MCS offices (currently Ross-on-Wye, Edinburgh) and occasional travel to other parts of the UK, including overnight stays.

All colleagues are required to act responsibly in terms of the health, safety and welfare of yourself and colleagues 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 may be requested to undertake other reasonable duties and responsibilities relevant to the nature, level and scope of the post as advised by their Line Manager.

Person specification

Proven experience and competencies	
Essential	Experience of parliamentary work for an NGO, the public or private sector which demonstrates: Evidence of influencing Government and party positions A track record of clearly and concisely presenting complex information and new subject areas to political audiences through political briefings etc. Proven experience of working with and influencing Parliamentarians and civil servants
Desirable	Experience in writing briefings in marine conservation policy or another environmental discipline Media/interview experience. Experience of organizing Parliamentary events Welsh speaker.
Skills and abilities	
Essential	Ability to research, assimilate and apply information and material from a diverse range of sources (e.g. scientific papers, technical reports, web-based resources) Excellent communication skills, both verbal and written, with attention to detail and the ability to communicate complex information to MS, MPs and stakeholders
Desirable	Confident and willing to drive for work purposes
Qualifications, training and Knowledge	
Essential	Advanced understanding of the National Assembly for Wales policy development process, and how to create change Strong political networks across the political parties in the Assembly

Desirable	<p>A good understanding of Welsh and UK environmental/marine policy and legislation in Wales, UK and the EU</p> <p>A good working knowledge of devolved administrations' policy and legislative procedures and how to influence parliamentarians</p> <p>May be educated to BSc/BA level in either marine/environmental science with policy experience, or a politics discipline with environmental experience.</p>
Personal Qualities	
Essential	<p>Mature diplomatic approach; interpersonal skills to liaise with MS, MP's, ministers and civil servants</p> <p>Highly motivated and able to work on own initiative for much of your time, as well as within a team</p> <p>Flexible in approach to work, with the ability to handle a diverse workload, prioritise and meet deadlines</p> <p>Excellent interpersonal skills, including the ability to build and maintain positive and productive relationships both internally and externally, and across different disciplines</p> <p>A keen interest in either politics or the environment, preferably both</p>

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, particularly those that are under-represented in environmental and charity sectors.

Registered Charity No:
Registered

1004005 (England & Wales) SC037480 (Scotland)
Office: Overross House, Ross Park, Ross-on-Wye, HR9 7US

How to apply

Send your CV and a cover letter to hr@mcsuk.org with the role you're applying for in the subject line.

Your application is made anonymous so no need to include your personal information on your cover letter and CV – we'll delete it for shortlisting. Please send your documents in a format that can be edited in Microsoft Word – no Pages format or PDFs, please

What we need to see

For your **cover letter** 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. Your cover letter should include examples of your experience which provides evidence of how you meet the job criteria and person specification and what skills you bring which would make you successful in the role. Your **cover letter** should also let us know 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.

We find that stronger applications have a cover letter – to give yourself the best opportunity for this role, please ensure you include it.

Selection process

If you're invited to come and see us for an interview, you may be requested to prepare a task in advance, or take part in a group activity as part of the assessment process – we'll let you have all the details in the invitation to interview. If you feel you require any reasonable adjustments which would support you in fully taking part in the interview process, do let us know.

The legal bit

If you're successful, all offers of employment are conditional, subject to the following:

- candidates are required to provide proof of 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

Key dates

Closing Date:

1st Interview Date:

2nd Interview Dates:

Sunday 22 November 2020

Wednesday 9 December 2020

Tuesday 15 December 2020

Strategy 2018 - 2028



Our vision

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

Our mission

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

Who we are

Our scientists, campaigners, volunteers, advocates, data experts, fundraisers, divers and researchers are all passionate about creating a sustainable future for our seas.

What we stand for

Science and people - our team, 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.

We believe in fair, open and accountable democratic institutions, in an inspired and engaged society that values the sea and in businesses that are sustainable.

We are committed to being inclusive and promoting diversity.

What we need to achieve

We need to 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.

We need to 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

Hours of work	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.
Annual leave	We offer 25 days annual leave per annum increasing with service to 30 days. Bank Holidays are additional and all entitlements are 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. We also close between Christmas and New Year which is extra to your annual leave entitlement.
Work/Life Balance	We are supportive of flexible working practices and aim to help you balance your role with your home life. We offer TOIL where you've worked on our behalf in your own time and give you a day to take for your own volunteering. Our offices have a relaxed dress code.
Occupational sick pay	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)
Learning & development	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 team in order to meet our strategic objectives.
Pension & Benefits	We will auto-enrol all employees into our stakeholder pension scheme after 3 months' service. On a monthly basis, MCS will contribute the equivalent of 6% of your annual salary into our scheme, with you contributing 2%. You may choose to make personal contributions when you commence employment with us, and at any time from then. We are part of the Cycle Scheme to help you buy a bike using salary sacrifice. Our office in Ross-on-Wye has free parking.

Photo Credits:

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