

Role title: Impact Communications Creator

Salary - £32,525 – £40,565 pro rata depending on experience - 5 month fixed term (November 21-March 22, 0.6FTE 3 days a week)

This is us

Changing culture in the public sector, improving the social, economic, environmental, and cultural well-being of Wales and protecting the interests of Future Generations, all fall within the remit of the Well-being of Future Generations Act. The Future Generations Commissioner and her Team provide advice to the Government and other public bodies in Wales on delivering the Act for current and future generations and assessing and reporting on how they are delivering. We are a very busy office, and we receive hundreds of requests per year.

We value difference. We welcome applicants from across Wales (or beyond) and we operate an Anytime Anywhere Flexible Working policy.

Guaranteed Interview Scheme: We recognise our team could be more diverse so operate a guaranteed interview scheme for people from Black, Asian, Minority Ethnic backgrounds and disabled people who apply and meet the essential job criteria. Tell us about your lived experience when making your application.

Is this you?

We are seeking a passionate and self-motivated individual to join the FGCW team and assist us to document the progress and impact of the act in Wales and support the creation of a suite of communications products for a range of audiences to communicate the act's progress, in both English and Welsh languages.

This is a part time fixed term role from November 2021 to March 2022 which could be extended, funding permitting). This role will work closely with the Chief Operating Officer, the Commissioner's communications team and members of the Commissioner's Movement for change team, including the International Partnerships & Networks Changemaker.

You will be joining a team that values inclusive decision-making and shared leadership. You will be honest and straightforward with people and able to generate trust and confidence with the people and partners you work with and work for.

You will be someone with good knowledge of the Well-being of Future Generations Act and an understanding of what it is seeking to achieve.

You will have an analytical mind-set, someone who enjoys desk-based research and who can turn this into high impact, practical, communicable examples and make complex ideas easily understandable for different audiences.

You will be able to digest detailed documents and draw out high level findings and main points of impact, and not get lost in the detail.

You write well, with creativity and accuracy, and can provide evidence of your writing skills. Adept at designing, you will be able to complement your writing with visual and digital skills to help produce high quality products.

You will be able to articulate difficult concepts into easily understandable products for non-specialist audiences.

You will be able to draft credible, sound and easily accessible materials to support our communications efforts.

Your responsibilities:

- Lead the development of a comprehensive briefing paper across all elements of the Commissioner's work which documents the key achievements of the Well-being for Future Generations Act
- Lead the design and development of a suite of communications products (for national and international use), including infographic, social media and video products, for a range of audiences in Wales and at international level
- Lead on the administration of contracts, invoices and partnership agreements between the FGCW and partners which may be required to deliver this work
- Work as part of the COO and the communication team to specifically deliver high impact media (and other) coverage on the areas where the Commissioner and Act are making a difference
- Provide press officer cover as required to support our wider communications team
- Walk the talk and keep the Sustainable Development principle and the five ways of working at the heart of everything we do.

Your skills, knowledge, and experience:

Please note that we would encourage you to include personal insight from your lived experiences along with your professional work experience when demonstrating your suitability for our posts.

You will be able to demonstrate knowledge of the Well-being of Future Generations (Wales) Act 2015 and an understanding of the aims, specific requirements and challenges of implementation.

You will be able to demonstrate knowledge of the Welsh policy landscape and an understanding of the specific Welsh policies and devolution context.

You will have skills at distilling and digesting policy documents and turning this into communication products.

You will be able demonstrate your experience in designing a suite of communications products.

You will be able to demonstrate an ability to prioritise the delivery of administrative tasks, adapting your focus to what is most important at any given time.

You will be able to show your exceptional organisational skills, working independently often under pressure to demanding timescales, demonstrating an eye for detail and an ability to manage volume and a variety of demands simultaneously.

You will be confident in your ability to use your own judgment to make sound decisions, about the content and style of your briefing document and subsequent communications products.

You will understand the requirement for our communications products to reflect the needs of our partners, including future generations of young people, irrespective of language, culture, race, religion, disability, sexual orientation or gender, including the bilingual nature of Wales and the importance of people being able to communicate in the language of their choice.

You are someone who has developed excellent inter-personal skills, skills that help you to maintain productive and supportive working relationships.

The ability to speak Welsh is desirable for this role.