



promoting equality in housing
hybu cydraddoldeb ym maes tai

RECRUITMENT PACK

Head of Policy and Public Affairs

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

Closing date: 12pm on 12th May 2025

Stage 1 Interview (group assessment centre): 22 May 2025

Stage 2 Interview (individual): 3 June 2025

Commencement of post: 9 November 2025

We will be hosting an Open Webinar for anyone who would like to meet some of the team, hear more about the role, and ask any questions.

Welcome

Thank you for your interest in the Head of Policy and Public Affairs role.

Tai Pawb is Wales' leading organisation promoting equality and diversity in housing. We imagine a Wales where everyone has the right to a good home. We work with and influence policy makers and we support our members and the wider housing sector to help them embed equality, diversity and inclusion into everything they do.



In this role, I am looking for someone with a genuine passion for equality and social justice combined with experience of influencing national policy makers and comprehensive knowledge of political processes; someone is a persuasive and collaborative influencer keen to shape how we engage with Wales' top policy makers, commentators and stakeholders.

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.

If you are not sure whether to apply or have any questions about the interview process – come along to our open webinar to hear more about the role, if you are unable to make the webinar, feel free to get in touch directly alicja@taipawb.org

I look forward to receiving your application.

Alicja Zalesinska
Chief Executive Officer

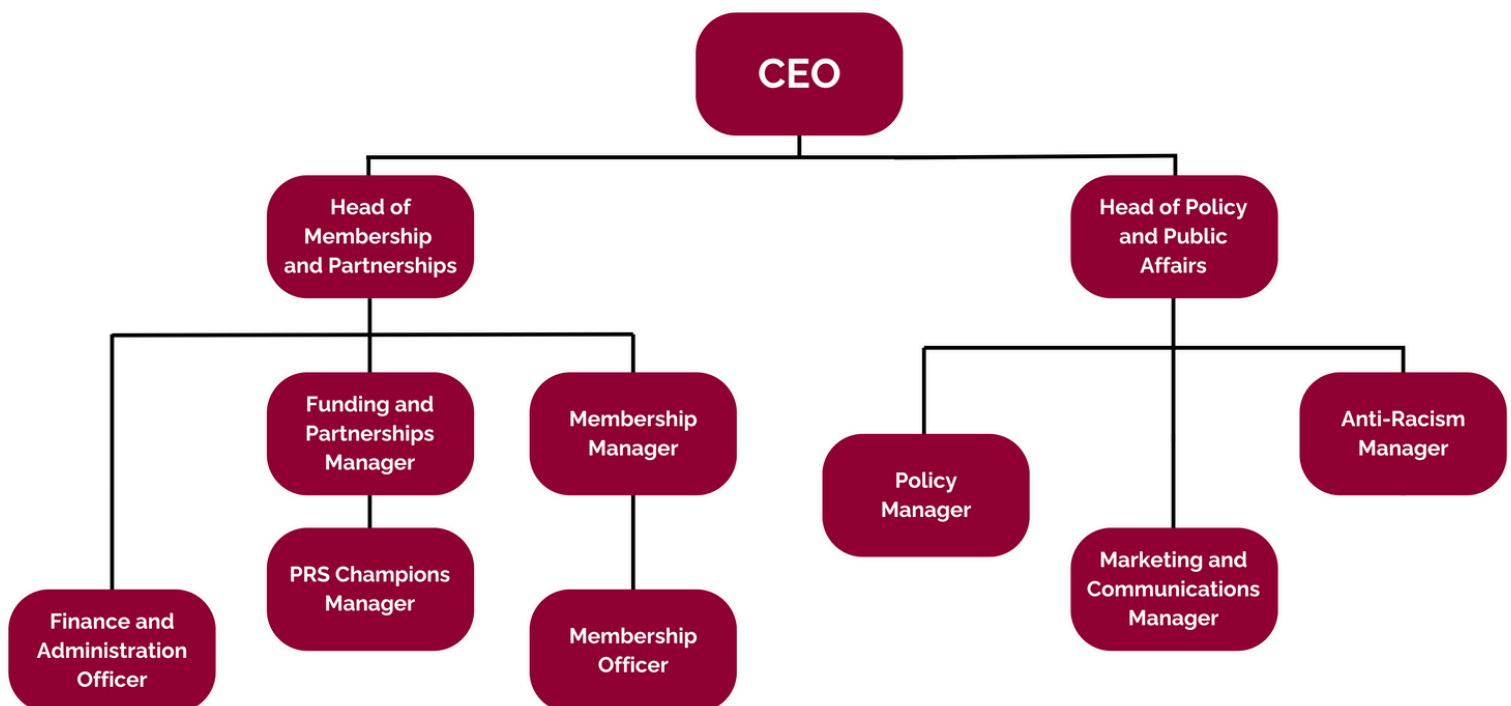
About Us

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.



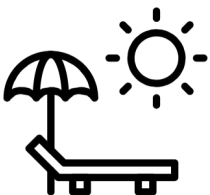
4 DAY WORKING WEEK

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).



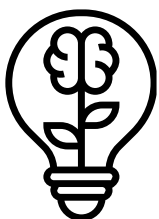
FLEXIBLE WORKING

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:	Head of Policy & Public Affairs
Responsible to:	Chief Executive Officer
Direct Reports:	Policy Manager, Communications & Marketing Manager, Anti-Racism Manager
Salary:	£43,393
Hours:	Contracted to 35 hrs p/w (flexible approach to hours worked). We currently operate a 4-day week on a trial basis (100% salary for 80% hours and 100% outcomes). We do not work on Fridays.
Contract:	Permanent
Location:	Primarily at home with access to office and at least monthly office sessions (reasonable adjustments where required)
Key relationships:	Internal colleagues, Welsh Government, politicians, third sector, housing associations, local authorities

Purpose of the post

To provide strategic and operational leadership on Tai Pawb's policy, influencing, events and communications work, including leading on Tai Pawb's manifesto asks and helping shape our strategy. The postholder will build on Tai Pawb's reputation as Wales' leading equality, diversity and inclusion charity by working with policy makers and enhancing Tai Pawb's public profile through public relations and thought leadership while also coordinating impactful events linking policy and practice.

The postholder will directly line manage the Policy Manager, Marketing and Communications Manager and Anti-racism Manager.

You'll need to embrace the idea that in a small organisation a role of this type is never really limited to strategic oversight.

This role is part of the leadership team at Tai Pawb alongside the Chief Executive and Head of Membership and Partnerships.

Job Description

Key Duties

- Lead on Tai Pawb's policy work, including consultation responses, campaigns, position statements and stakeholder engagement alongside the Policy Manager
- Drive Tai Pawb's engagement with elected representatives and other key decision makers
- Lead on the development and implementation of Tai Pawb's 2026 election manifesto
- Support the CEO in developing Tai Pawb's media presence
- Drive Tai Pawb's public relations and thought leadership activity to sustain and increase our profile, influence and impact
- Lead on and oversee an exciting portfolio of events throughout the year working with other colleagues, including annual conference
- Drive Tai Pawb's communications/marketing strategy and activities aimed at members and stakeholders, alongside the Communications and Marketing Manager
- Manage and support in their duties Tai Pawb's Policy Manager, Marketing and Communications Manager and Anti-Racism Manager
- Contribute to the development of Tai Pawb's new five year strategy, helping to engage with staff, trustees, members and stakeholders to reflect aspiration and ambition for diverse communities across Wales
- Contribute to the strategic development and direction of the organisation and provide leadership across Tai Pawb as a member of senior leadership team
- Support organisational governance through taking part in and reporting to board meetings
- Deputise for the CEO when required
- 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

- Qualified to a degree level or equivalent
- Comprehensive understanding of third sector and housing sector
- In depth knowledge of equality, diversity and inclusion challenges in housing
- Comprehensive knowledge of Welsh Government and Senedd environments
- Knowledge and understanding of the role of public affairs and communications

Experience

- Contributing to the strategic direction of an organisation including planning and decision making processes
- Track record of managing, leading and motivating staff
- Able to demonstrate good level of achievement in influencing and developing public policy including influencing MSs, policy makers and opinion formers through the use of evidence, information and data gathered from a diverse range of stakeholders
- Able to demonstrate an in-depth understanding of the way that public policy and new legislation is formulated and developed
- Experience of public relations, media handling and communications
- Strong experience of public speaking and coordinating or delivering events

Skills & competencies

- A passionate commitment to equality, diversity, inclusion and anti-racism
- Strong interpersonal and networking skills with the ability to develop relationships and influence at a senior level
- Excellent presentation, written and verbal communication skills
- Advanced level of IT skills including Excel, Word, Powerpoint, or equivalents

Desirable

- Lived experience of inequality
- Ability to communicate in Welsh
- Experience of working with a board

Next Steps

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

Please note, we do not accept CVs as applications. You must complete our application form, and return it in Word format (if you have any trouble sending it in Word format, please email us: info@taipawb.org).

To book onto our Open Webinar to meet some of the team, hear more about the role, and ask any questions, you can find the booking instructions here: **[Open Webinar](#)**

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.

