

Job Title: Age Alliance Wales Officer
Job Category: Part time 21hrs
Location: Cardiff / Hybrid
Salary: £31,050 Pro Rata
Agreement Type: 31/03/27

Job Purpose

To promote and foster joint working and partnership between members of Age Alliance Wales (AAW) and other relevant organizations and bodies for the benefit of older people in Wales.

If successful you will:

1. To ensure that AAW and its members are positioned to influence the strategic and policy priorities impacting on older people with effective communication and through external meetings and events.
2. To promote partnership working between members of Age Alliance Wales and other organisations and bodies through effective networking and information sharing.
3. To coordinate and manage the collection of information to support the development of policy and campaigns, by way of focus groups, individual interviews, surveys and any other appropriate methods, in partnership with AAW members and other organisations wherever necessary.
4. To produce reports or other means of communication, utilising the data collected by the Engagement team, for the information and use of Age Alliance Wales members, elected representatives, government bodies (local and national), other appropriate agencies and the wider population.
5. To organise and manage Age Alliance meetings and events.
6. To ensure the Age Alliance Wales website is up to date and ensure presence on social media is maintained.
7. To coordinate and manage the collection of information to support the development of policy and campaigns, by way of focus groups, individual interviews, surveys and any other appropriate methods, in partnership with AAW members and other organisations wherever necessary.

About you

As part of your application please include a full covering letter detailing how you meet the criteria set out in the person specification. Applications without a covering letter will not be considered.

What we offer in return:

- Holidays - 27 days including 24 days of choice and 3 days to use between Christmas and New Year - including carry-over
- Flexible Working Hours Scheme
- Employer pension

- Generous life insurance up to 4 times your annual salary
- Cash-back health care plan

Additional Information:

Age Cymru is an Equal Opportunities employer and positively encourages applications from suitably qualified and eligible candidates, regardless of age, sex, race, disability, sexual orientation, gender reassignment, religion or belief, marital/civil partnership status, or pregnancy and maternity. We welcome requests for flexible working.

Age Cymru is committed to safeguarding adults at risk, and children, from abuse and neglect. We expect everyone who works with us to share this commitment.

Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert at any time.

Age Cymru politely requests no contact from recruitment agencies or media sales. We do not accept speculative CVs from recruitment agencies nor accept the fees associated with them.

To apply:

Please send your CV and covering letter to hr@agecymru.org.uk

Role Description

Job Title: Age Alliance Wales Officer

Location: Cardiff /Hybrid

Contractual Status of Role: 21 hours per week

Job Title of Line Manager: Head of Influencing

Job Purpose

To promote and foster joint working and partnership between members of Age Alliance Wales (AAW) and other relevant organizations and bodies for the benefit of older people in Wales.

Main Duties and Responsibilities

8. To ensure that AAW and its members are positioned to influence the strategic and policy priorities impacting on older people with effective communication and through external meetings and events.
9. To promote partnership working between members of Age Alliance Wales and other organisations and bodies through effective networking and information sharing.
10. To coordinate and manage the collection of information to support the development of policy and campaigns, by way of focus groups, individual interviews, surveys and any other appropriate methods, in partnership with AAW members and other organisations wherever necessary.
11. To produce reports or other means of communication, utilising the data collected by the Engagement team, for the information and use of Age Alliance Wales members, elected representatives, government bodies (local and national), other appropriate agencies and the wider population.
12. To organise and manage Age Alliance meetings and events.
13. To ensure the Age Alliance Wales website is up to date and ensure presence on social media is maintained.

Person Specification:	
Experience	The ability to demonstrate experience in: • Working in a partnership, policy or campaigns role. • The collection of primary and secondary data from a range of sources, including members of the public, organisations and expert individuals, and leading, managing and supporting others in this work. • Working in partnership with other agencies including statutory and voluntary organisations • Arranging and supporting internal and external meetings and conferences and providing comprehensive administrative support.
Knowledge	• Knowledge and understanding of the Welsh policy and political scene. • Knowledge and understanding of strategy and policy that affects older people in Wales.
Skills	• Ability to design and implement the collection of primary and secondary data. • Ability to lead, manage and support others in the collection of primary and secondary data. • Organised approach to work and ability to multi-task, prioritise and delegate appropriately. • Ability to produce comprehensive reports and other materials encompassing the findings of primary and secondary data collection exercises for a range of audiences.

	• Excellent written and oral communication skills • Ability to think creatively and demonstrate original thinking. • A commitment to, and an understanding of the importance of, consultation and working collaboratively with key stakeholders. • An ability to network and build up relationships with people at all levels. • Reliable and willing to accept responsibility and take decisions when appropriate.
Qualifications	Degree or professional qualification or experience in subject area.
Additional Circumstances:	The role holder will be required to provide a car for business use whenever required, to travel throughout Wales together with occasional wider UK travel and to work some unsocial hours. These requirements will be planned in advance.

Notes:

- This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role. Therefore, this role description does not describe any individual role holder.
- In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.