



Job description

Job title: Policy and Communications Officer

Grade: LDW Grade D

Hours: 30 hours per week

Accountability: Responsible to the Policy and Communications Manager

Purpose: To support Learning Disability Wales's contribution to Welsh Government and UK policy formation and campaign activity. To help communicate our work and relevant information to our stakeholders.

Responsibilities

1 Policy and communication

- 1.1 Research and maintain an awareness and understanding of the external policy environment, particularly in relation to people with a learning disability and their families/carers.
- 1.2 Analyse key policy initiatives from both the Welsh Government and UK Government and monitor their impact.
- 1.3 Ensure that information on policy and practice developments and Learning Disability Wales's viewpoint is communicated to members and other stakeholders.
- 1.4 Coordinate and support the preparation of Learning Disability Wales's response to consultations.

- 1.5 Prepare informative and engaging reports, online articles, social media posts and briefings on policy issues.
- 1.6 Work directly with people with a learning disability and their families/carers to ensure their views influence the preparation of policy consultations and reports.
- 1.7 Support the Policy and Communications Manager to run the Senedd's Cross Party Group on Learning Disability.
- 1.8 Offer information and advice to Learning Disability Wales' staff, members and partners on policy matters.
- 1.9 Assist the Policy and Communications Manager in representing the organisation by attending relevant policy meetings.
- 1.10 Update and maintain the policy page on the Learning Disability Wales website and maintain a filing system for policy responses with the support of administrative staff.
- 1.11 Contribute to regular reports and updates including the CEO's report to trustees and our annual report.

2 Campaigning

- 2.1 Collect and analyse information that will inform campaigning and lobbying activity by the organisation, its members and partners.
- 2.2 Assist Learning Disability Wales to influence government and statutory agency policies through developing effective and creative campaigning and lobbying activity.

3 Other

- 3.1 Support 1 or more disabled young people to participate in the Welsh Youth Parliament (this may include attending meetings on weekends).

- 3.1 Maintain and develop relationships with members and other key stakeholders.
- 3.2 Actively contribute to the organisation's work.
- 3.3 Undertake a range of duties to ensure current and future service provisions are met.

Active from	18 September 2023
Approved by	Policy & Comms Manager and CEO
Accepted by	