

Advocacy and Outreach Officer

Location:	Home-based in the UK (working with a team based in and around Cardiff)
Reporting to:	Policy Manager
Salary:	£22,000- £27,000 FTE (pro rata) plus 6% pension contribution
Hours:	3 or 4 days a week
Contract:	7 month fixed term contract or secondment

About Size of Wales

www.sizeofwales.org.uk

What we do

The “size of Wales” is often used as a measure of global deforestation, we are turning that negative into positive action. We provide funding and expertise to local and indigenous communities in tropical regions to support them to secure and sustain their precious forests, grow more trees and establish sustainable livelihoods. Through education, community engagement and advocacy, we also raise awareness in Wales of the importance of tropical forests and trees in tackling climate change. We inspire people to see that they can be part of the solution.

Our Vision

A world where people, trees and biodiverse forests thrive together in a safe climate.

Our Purpose

To support communities to secure, sustain and restore tropical forests as part of our national response to climate change.

Our Goals

- Support community projects that secure, and sustain over the long term, an area of tropical forest at least the size of Wales (at least 2 million hectares)
- Support communities to tackle climate change and develop sustainable livelihoods by growing millions of trees

- Move Wales towards eliminating imported deforestation from our economy
- Inspire people across Wales to reduce their forest footprint, support tropical forests and take climate action

The Role

Reporting to the Policy Manager and working closely with the Head of Programmes, this role will be responsible for the day-to-day coordination of Size of Wales' policy & advocacy outreach activities. These activities focus on a new campaign, launched by Size of Wales in 2020, to make Wales a "deforestation free nation" – moving Wales towards eliminating imported deforestation from our economy. The campaign encourages public bodies, businesses, community groups and individuals in Wales to commit to taking steps to eliminate imported deforestation from their supply chains. The campaign focuses in particular on imported beef, soy, palm oil, cacao and coffee.

The role involves:

- Supporting the Policy Manager and Head of Programmes in delivering all aspects of our policy and advocacy work.
- Undertaking research, and preparing toolkits for use by a range of actors including companies, public bodies, cities and schools
- Initiating and nurturing relationships and partnerships with community groups, corporate partners, public bodies and event organisers to engage them on our policy asks and on climate change more broadly
- Creating inspiring resources for Size of Wales to use to engage the public on our policy and advocacy work and preparing content for the Size of Wales website and other communications such as social media, the newsletter, presentations, events and campaigns
- Supporting the Policy Manager and Head of Programmes in monitoring and evaluating the impact of our advocacy work
- Supporting the Policy Manager and Head of Programmes to organise and facilitate advocacy meetings, events and workshops
- Gathering case studies and stories to share with our audiences and funders
- Staying up to date with relevant developments in climate change and forest risk commodities
- Undertaking regular funding prospects research for potential funding for our policy & advocacy work and managing deadlines for proposals, reporting and renewals
- Contributing to relevant funding proposals and pitches as well as to reporting to and stewardship of relevant funders, donors and partners

- Being the focal point for Size of Wales volunteers, handling in-coming volunteering enquiries, helping to match volunteers with appropriate projects/events/work at Size of Wales and nurturing our relationships with them.

The role does not currently involve line management of staff.

The Successful Candidate

The successful candidate will have experience of delivering community engagement and advocacy work, be highly organised, able to manage your own workload and have excellent research and written communication skills. You will have worked on advocacy and/or outreach programmes in your previous roles and be ready to help drive forward the exciting and expanding area of Size of Wales' work.

Essential

- Degree or equivalent in a relevant subject
- A strong understanding of and passion for environmental sustainability
- Experience of working on successful programmes of advocacy and/or community outreach work, preferably in Wales
- Experience of undertaking research and preparing toolkits
- Strategic and creative thinker with the ability to spot opportunities and take advantage of opportunities
- Ability to research and collate evidence, form opinions and present compelling arguments, including making complex issues accessible to others
- Excellent communicator, especially in writing
- Strong interpersonal skills including the ability to work collaboratively with colleagues in a fast-paced environment
- Excellent organisational skills including ability to manage and prioritise work without close supervision, work independently and to manage projects where appropriate
- Experience of tracking monitoring and evaluation data for advocacy and/or outreach work and of contributing to reports to funders and donors
- Experience of organising advocacy and engagement events/webinars

Desirable

- Written and spoken Welsh
- Experience of undertaking funding prospect research and of stewardship of donors e.g. corporate partners
- Experience of coordinating volunteers
- Experience or understanding of procurement processes
- Understanding of issues around forest risk commodities

Contract details

- Salary – £22,000- £27,000 dependent on experience
- Contract duration – 7 months fixed term contract (until June 2021) – secondments welcome
- Hours – 3 or 4 days a week. There may occasionally be a requirement to work evenings or a weekend. We operate a flexible working and TOIL policy.
- Pension – Size of Wales offers a 6% pension contribution.
- Annual leave – 30 days including bank holidays (pro rata).
- Closing date – 8th November but interviews may be conducted on a rolling basis prior to the closing date and an appointment made if a strong candidate is found.
- Start date – as soon as possible

Applications by letter and supporting CV to recruitment@sizeofwales.org.uk (please put 'Advocacy Officer, Size of Wales, [your name]' in the subject line)

