

Head of Policy Job Description

Title	Head of Policy
Team	Policy Team: Deputy Head of Policy, four Policy Officers and a Senedd and Parliamentary Affairs Officer and a Special Policy Advisor
Line Manager	Chief Executive Officer
Duration	
Location	Hybrid 60:40 - there is a requirement to be present at a certain number of meetings. Travel and occasional overnight stays will be required, expenses will be covered in line with our policy.
Start Date	
Salary	
Working Hours	35 hours

About the FUW

The Farmers' Union of Wales (FUW) was established in 1955 to protect and advance the interests of Welsh farming families. Since 1978 it has been formally recognised by the UK Government, and subsequently by the Welsh Government, as the voice of Welsh farmers. We have grown to over 110 members of staff based across our 13 offices. The FUW is a democratic organisation, with policies being formulated following consultation with our twelve County Executive Committees and eleven Standing Committees.

About the Policy Team

Central to the role of the Policy Department is to act as a bridge between the membership and Governments, national and UK authorities and other stakeholders in order to inform County Staff and members of important policy developments. The Policy Department also aims to collate the views of members regarding such developments and relay these back to relevant Governments, authorities and stakeholders.

In addition to its twelve local County Executive Committees, the FUW has eleven policy Standing Committees, each of which is mandated with considering specific policy areas. The membership of these Standing Committees is made up of delegates from the twelve County Branches as well as elected officials and co-opted members. The management of these Standing Committees is overseen by the Policy Department, which is responsible for ensuring each committee is kept abreast of policy developments and proposals and provided with clear guidance on such issues.

In addition, the Policy Department is responsible for arranging and presenting policy updates at monthly Presidential Policy Team meetings, the membership of which comprises the FUW's President, Deputy President and three regional Vice Presidents and the Chairs of the FUW's Standing Committees.

Key Responsibilities

- Day to day management of all policy department staff and related administrative matters as well as taking charge of key policy areas based on their experience.
- Line management of the Policy team. Including 121s/appraisals, the full recruitment process, supporting the development of the team and all other reasonable management responsibilities.
- To work alongside FUW staff in seeking to further the interests of the FUW and its membership in line with the strategic aims of the FUW
- Maintain and develop relationships with Senedd Members, Members of Parliament and key individuals within other organisations.
- Initiate and respond to enquiries and correspondence and provide direction to Policy Department staff when doing the same.
- Prepare and provision both written and oral evidence to relevant Senedd and Westminster Committees.
- To work collaboratively with the communications department. Providing content and ensuring accuracy of press releases, articles and other media.
- To undertake media interviews for both radio and television.
- Accountable for developing and delivering all policies. Ensuring that policies are implemented and followed appropriately.
- The successful applicant will be required to participate in the general activities of the FUW and will be expected to undertake such other duties as may be compatible with the requirements of the post
- This list is not exhaustive and will change from time to time.