

Job Pack

Communications and Events Officer

Thank you for your enquiry regarding the above vacancy.

This Job Pack includes:

- Application form
- Job description/Person specification
- Equal opportunities monitoring form.

It is important that you read the requirements of the person specification and that the information you provide in your application describes how you meet those requirements – the shortlisting process will use the person specification criteria to determine who will be asked for interview.

Wherever possible use **examples** to evidence the experience and skills you have and make sure you tell us how your personal attributes will make you someone we'll want on our team.

Play Wales prides itself on its authentic tone of voice in written communication. We would like to hear yours. We would therefore ask that you refrain from using AI tools to complete your application. We advise that we will use AI checking tools to ensure AI has not been used by applicants.

We reserve the right to close the post to applications before the advertised closing date.

The completed application form and equal opportunities form must be returned to:
jobs@play.wales

Closing date: Friday 10 July 2026

Interviews will be held the week beginning 13 July 2026

Interviews will be held in person at Park House, Greyfriars Road, Cardiff CF10 3AF.

We look forward to receiving your completed application.

If you would like to have an informal chat about this job, please phone 02920 486050 and ask to speak to Danielle.

About Play Wales

Play Wales is the independent national charity for children's play in Wales.

We work to raise awareness of children and teenagers' need and right to play and to promote good practice at every level of decision making and in every place where children might play. We provide advice and guidance to support all those who have an interest in, or responsibility for providing for children's play so that one day Wales will be a place where we recognise and provide well for every child's play needs.

Play Wales' vision and mission

Vision: A future where play is valued in Wales for being crucial to a healthy and happy childhood. A country where children can freely explore, discover, develop and grow through play.

Mission: Campaign for a play-friendly Wales by leading with intention, collaborating with inclusivity, educating with enthusiasm, and supporting with sensitivity.

Aims

- **Policy:** to work with individuals, organisations and networks to inform the development of policy and matters related to children's play in Wales
- **Communication Service:** to promote the value of children's play in Wales through the provision of timely and current information to our stakeholders
- **Advice and support:** to provide specialist knowledge regarding all issues about and affecting children's play
- **Workforce development:** to contribute to the professional development of the play and playwork workforce in Wales.

For further information, please go to our websites:

www.play.wales | www.playfulchildhoods.wales

Our benefits

Annual leave

Play Wales offer a generous annual leave package of 29 days plus bank and public holidays (England and Wales) per year. Annual leave allowance also increases with years of service.

Salary

Play Wales offers competitive salaries with annual increases within your pay scale after one full year's service.

Pension

We offer the opportunity to join a Local Government Pension Scheme with generous employer contributions.

Agile working

We operate a hybrid working environment for roles that are eligible and flexibility across the working week.

Health care

As an employee of Play Wales, you have access to HealthShield, a health care plan that offers a range of benefits, including access to healthcare professionals, a shopping discount scheme and reimbursement of optician and dental fees.

Job description

Communications are central to delivering Play Wales' vision and mission. This role supports how we communicate with our audiences and helps ensure our work is visible, accessible and engaging. The Communications and Events Officer makes a key contribution to the planning, delivery and evaluation of high-quality communications activity and events, working closely with colleagues across the organisation.

The successful candidate will be a fluent Welsh speaker with experience in communications and event coordination, and a strong commitment to inclusive, accessible and bilingual practice.

Duties

Communications

- Create clear, engaging and up-to-date written content for Play Wales' websites.
- Manage day-to-day website updates using an open-source content management system.
- Contribute to the monitoring, evaluation and ongoing development of the Play Wales information service.
- Coordinate bilingual written and image-based content across social media platforms to reach and engage key audiences.
- Coordinate e-marketing activity to promote Play Wales publications, services and events.
- Compile and distribute the Play Wales monthly e-bulletin.
- Design resources using existing templates.
- Support the distribution of Play Wales resources.
- Support the commissioning of work, and liaising with external suppliers, including web, design, print and translation services.

Events

- Work with colleagues to agree event content, objectives and delivery approaches.
- Coordinate the administrative, logistical and technical aspects of online and in-person events.
- Identify and liaise with venues, suppliers and event partners in collaboration with the Operations Manager.
- Work closely with the Communications Manager to promote events effectively.
- Support the preparation of event materials and resources.

Person specification

Essential

- Excellent verbal and written communication skills in Welsh and English.
- At least two years' experience in a communications-focused role.
- Proven ability to write for a range of audiences in Welsh and English.
- Experience of writing for websites and social media channels.
- Experience of using Adobe InDesign.
- Experience of working with website content management systems.
- Experience of using e-marketing platforms such as Mailchimp.
- Ability to translate short pieces of text accurately between Welsh and English.
- Experience of using social media platforms such as Facebook, LinkedIn and Instagram.
- Understanding of event planning and delivery processes, including online platforms such as Microsoft Teams and Zoom.
- Excellent attention to detail and strong proofreading skills.
- Strong organisational skills and the ability to manage competing priorities.
- Ability to work independently and to deadlines.
- Ability to research, gather and process information effectively.
- A collaborative and flexible approach to teamwork.
- Willingness to work flexibly and travel across Wales when required.

Desirable

- A degree or equivalent qualification in a relevant subject.
- Resident in Wales.
- Experience or aptitude in visual communication, including asset creation.
- Experience of creating short video content.
- An understanding of data protection and privacy requirements.

Terms and conditions

This post is primarily home-based, with some office-based working and travel throughout Wales required.

Current office location: Park House, Greyfriars Road, Cardiff CF10 3AF

Working hours: 30 hours per week, Monday to Friday

Salary: £28,713 (FTE £35,312) NJC 24-27

Contract: part-time permanent contract – six-month probationary period.