



Job Pack

Policy Officer

Thank you for your enquiry regarding the above vacancy.

This Job Pack includes:

- Application form
- Job description and 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.

Please use the STAR (Situation, Task, Action, Result) method to provide **examples** that evidence the experience and skills you have and make sure you tell us how your personal attributes will make you someone we will 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: 9:00am 14 September 2026

Interviews will be held on 22 September 2026, which will also include a task to assess candidates' suitability to the role. More information will be provided upon invitation to attend an interview.

Start date: 30 November 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 for full time staff (pro-rata for part-time) 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. Your main place of work will be your home.

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.

Cycling

Play Wales offers a cycling to work scheme for all members of the team.

Job description

The Policy Officer will support the development and delivery of Play Wales' policy and strategic work across the breadth of the organisation's remit. Working as part of a small national team, the role will involve engagement with partners, contribution to projects and programmes, and supporting the organisation to respond effectively to developments in policy and practice across Wales.

Duties

- Contribute to the delivery of policy and strategic priorities as set out in the Play Wales operational plan.
- Gather, analyse and interpret evidence, research and policy developments to inform briefings, reports, consultation responses and other publications.
- Keep up to date with legislation, policy and programme developments affecting children's play, playwork, children's rights and related agendas in Wales.
- Support Play Wales' advocacy work by helping to develop clear, evidence-informed positions on key issues.
- Represent Play Wales at meetings, events, networks and forums, and ensure relevant information is shared within the organisation.
- Develop and maintain effective working relationships with stakeholders across public, third sector and community settings.
- Contribute to the planning and delivery of workshops, presentations, training and events which support policy, practice and workforce development.
- Provide content and support for Play Wales information and communication outputs, ensuring materials are accurate, accessible and current.
- Contribute to the delivery of projects and commissioned work, including supporting income generation where appropriate.
- Support monitoring, evaluation and reporting activities, including evidencing the impact of policy and strategic work.
- Work collaboratively with colleagues across Play Wales, contributing to a flexible and supportive team approach.
- Undertake other duties appropriate to the post, recognising the broad and evolving nature of the role.

Person specification

The successful candidate will be able demonstrate their suitability for the job against the specification below:

Essential

- Knowledge and understanding of policy and practice relevant to children, play, playwork or related sectors in Wales.
- Understanding of the Welsh policy context, including the role of the Welsh Government, the Senedd and local authorities.
- Experience of working in a policy, development, research or similar role within the voluntary, public or related sectors.
- Experience of producing high-quality written materials, such as reports, briefings or consultation responses.
- Ability to gather, analyse and communicate complex information clearly to a range of audiences.
- Experience of working collaboratively with partners and stakeholders across organisations or sectors.
- Ability to manage workload effectively, meet deadlines and work on own initiative.
- Strong communication and interpersonal skills, including the ability to represent the organisation externally.
- Good organisational and digital skills.
- Commitment to the aims, values and work of Play Wales.
- Knowledge of policy areas connected to children's play, such as health, education, planning, community development or inclusion.
- Experience of facilitating networks, workshops or events for professional audiences.
- Experience of project delivery, monitoring and evaluation, or contributing to funding bids.

Desirable

- Good communication skills in Welsh.

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.

Full-time salary: £38,220 (pro rata: £30,989) NJC 27 - 30.

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