



Caru Cymru
Policy & Research Officer
(South East Wales)



cadwch keep
gymru'n wales
daclus tidy

Caru Cymru Policy and Research Officer (South East Wales)

Salary:	£25,659
Accountable to:	Policy & Research Manager
Responsible for:	Regional Caru Cymru Policy & Research
Location:	Home-based with regional travel
Area Covered:	South East Wales
Tenure:	Permanent position, subject to continuing funding
Hours:	35 hours per week

Job Purpose

This is an exciting new opportunity within Keep Wales Tidy's Policy and Research Team to support the delivery of Caru Cymru - an ambitious new national partnership project with local authorities and Welsh Government, aimed at encouraging communities to take action to eradicate waste and litter from our landscape.

The officer will be responsible for implementing the LEAMS (Litter) surveys in the region and work with Keep Wales Tidy colleagues, Local Authorities and other stakeholders to support the development of local behaviour change trials and monitoring and evaluation of activities in the region to secure robust data.

These posts are part-funded through the Welsh Government Rural Communities - Rural Development Programme 2014-2020, which is funded by the European Agricultural Fund for Rural Development and Welsh Government and the European Union.



Key Tasks

- Coordinate and undertake the annual LEAMS (street litter surveys) in the region, reporting to local authorities and informing the production of the All Wales report.
- Work with local authorities and other stakeholders to share information, best practice and advice on Local Environment Quality (LEQ) issues.
- Research and support the development of trials to promote behaviour change with Caru Cymru partners.
- Support the monitoring and evaluation of a number of activities in the region as part of the Caru Cymru delivery plan to secure robust quantitative and qualitative data.
- Inform and develop responses on LEQ and policy issues and Welsh Government priorities under the direction of the Policy and Research Manager

- Coordinate and support activities to tackle LEQ issues including monitoring and evaluation reports.
- Respond to Welsh Government consultations on relevant policy areas as required.
- Provide an information service to Welsh Government, Local Authorities, businesses, as well as internally within Keep Wales Tidy on LEQ legislation and best practice.
- Develop new initiatives, organise and run events/activities with partner organisations and other interested parties that contribute to the policy and research work of Keep Wales Tidy.
- Plan, promote, and organise local activities as part of national projects and campaigns.
- Ensure all activities follow safe-working practices and are in line with all Health and Safety policy and procedures.
- Support the wider work of Keep Wales Tidy as appropriate.

Person Specification

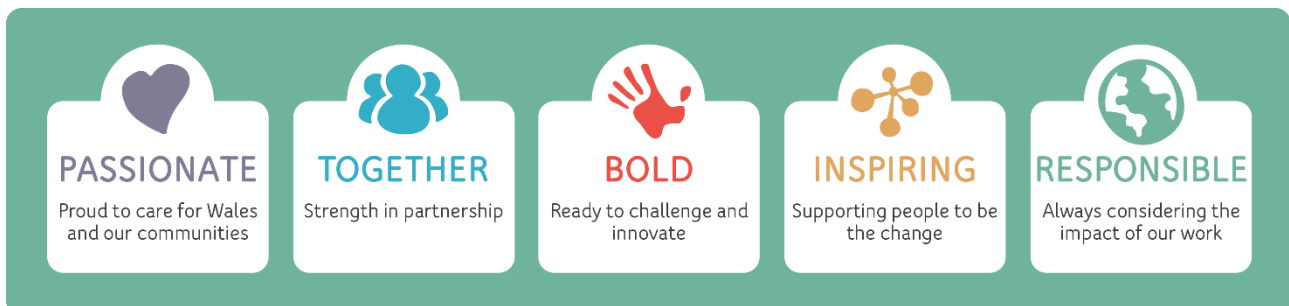
Qualifications and Experience	Essential	Desirable
An appropriate Higher-level qualification in a relevant field		✓
A minimum of 2 years' relevant work experience in the environmental and/or community development sector	✓	
Knowledge of environmental and sustainable development and an interest in working in this field	✓	
Experience of social research in a related field	✓	
Demonstratable experience of report writing and data analysis	✓	
Proven experience in organising events and delivering presentations	✓	
Be First Aid qualified		✓
Skills and Abilities	Essential	Desirable
Proficient in the use of Microsoft Applications	✓	
Ability to manage own time and prioritise workload to achieve targets within agreed timescales.	✓	
Excellent written and presentation skills with a high degree of attention to detail.	✓	
Ability to work as part of a team and effectively on own as required.	✓	
An ability to build effective relationships with staff, management, key individuals and organisations at all levels	✓	
Ability to communicate through the medium of Welsh		✓

Personal Attributes	Essential	Desirable
You strive to achieve best value for Company resources as possible at all times	✓	
Flexible team player with collaborative working ethos who recognises the benefits of partnership working	✓	
Willingness to work flexible hours as required	✓	
Commitment to sustainable development, protecting and improving the local environment.	✓	
Demonstrate an innovative approach and be prepared to try out new methods/ ideas	✓	
Highly self – motivated with excellent time management and organisational skills	✓	
Willingness to travel throughout Wales and UK if required, possessing a full current driving licence. The successful applicant will need to have access to a vehicle and motor insurance covering business use.	✓	

Additional Information

- The post holder will be provided with:
 - a mobile phone, computer, and branded clothing
 - Keep Wales Tidy policy and procedures (including the Staff Handbook).
- An option to join the Company pension scheme with immediate effect.
- Membership of the Company cash health plan after completing three month's service.
- The opportunity to work flexibly is available.
- Keep Wales Tidy is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

November 2021





33-35 Heol yr Eglwys Gadeiriol, Caerdydd, CF11 9HB | 33-35 Cathedral Rd, Cardiff, CF11 9HB

029 2025 6767 keepwalestidy.cymru info@keepwalestidy.cymru

Cadwch Gymru'n Daclus yn gwmni wedi ei gyfyngu trwy warant. Rhif Cwmni: 4011164 Rhif Elusen: 1082058 Rhif TAW: 850 3958 13
Keep Wales Tidy is a Company Limited by Guarantee. Company Registration Number: 4011164 Charity Registration Number: 1082058 VAT Registration Number: 850 3958 13

