

Policy and Public Affairs Assistant

Working for ColegauCymru

Contract

The successful candidate will be offered a fixed term, full-time, contract of employment, subject to satisfactory completion of a three-month probation period.

Salary

The successful candidate will be paid a salary of £25,091 to £31,486 per annum (appointments will usually be made at the bottom of the scale).

Holiday Entitlement

The annual holiday entitlement for this role is 28 days. In addition to this personal entitlement, the successful candidate will also be entitled to leave on 8 public holidays plus extra concessionary days.

Hours of Work

The full-time contracted hours are 37 hours per week excluding daily meal breaks. The working hours will be such to meet the needs of the post of the Policy and Public Affairs Assistant.

Occasionally, the successful candidate may be expected to attend meetings in evenings or weekends. The organisation operates a time off in lieu policy (TOIL).

Pension Entitlement

ColegauCymru will make a monthly contribution into the successful candidate's pension plan scheme. If the individual does not currently contribute towards a pension scheme, they will be automatically enrolled into a workplace pension scheme.

Notice Period

One month's notice is required.

Probation Period

A three-month probationary period applies to this role.

Location

The role will be a combination of office working (Unit 7, Cae Gwyrdd, Greenmeadow Springs, Tongwynlais, Cardiff, CF15 7AB), on site (college visits, Senedd, and other locations) and home-based working. There is free parking at our premises.

The post may involve some travel throughout Wales, the UK and internationally, requiring overnight stays.

Your Information

If you choose to apply for a role with ColegauCymru, you will need to provide us with information about you. We may also collate information about you from third parties, such as your referees and, where relevant, the Disclosure and Barring Service (DBS). We will use this information to determine your suitability for this role and, if you are successful, to manage our employment contract with you. Your information will be handled in accordance with data protection legislation. More information about how we process personal data can be found in our [Privacy Notice](#).