

JOB DESCRIPTION: DIRECTOR FOR WALES

Location:	Hybrid working: 2-3 days per week home-based, the remainder in our Cardiff office. The post is available on a flexible basis
Team:	Wales team and member of Senior Management Team
Line Manager:	Chief Executive
Salary:	£64,450 - £77,880

MAIN PURPOSE

This is a key role in Learning and Work Institute, leading our team and work in Wales and part of L&Ws Senior Management Team. It aims to further increase our impact on learning, skills and employment in Wales, including by: growing and diversifying our income; increasing our profile; managing our strategic partnerships and exercising influence at the higher levels in Wales; and ensuring we deliver high quality policy, research and events that makes a difference to policy and practice. The role is also a member of L&Ws Senior Management Team, working across the organisation, ensuring we work in a joined up way, that L&W is an engaging and supportive place to work, and leading on specific organisational initiatives.

DUTIES AND RESPONSIBILITIES

Income generation and diversification. Identify and secure new sources of income including the production of high quality, successful funding applications, working with colleagues across the organisation where appropriate.

Strategy and financial planning. Lead development and implementation of L&Ws strategic plan in Wales, including working with our Wales Strategy Group and maximizing opportunities for impact, and ensuring the financial sustainability of L&W's work in Wales.

Stakeholder engagement. Build effective and productive relationships across the public, private and third sectors in Wales, including with ministers, special advisers and senior officials in the Welsh Government, and other key influencers, to maximise our impact

Leadership and management. Be an active member of SMT and organisational leader, promoting joined-up working and L&W as a great place to work. Lead our Wales team, ensuring they have opportunities to further develop. Act at all times in an inclusive, collaborative, open way that lives our values.

Project management. Ensuring our portfolio of work in Wales is delivered on time, on budget, and to a high quality, and making the links between projects so they have maximum impact.

Strategic communications. Proactively promote L&W's external profile and key messages through PR, marketing and media activity. Ensure L&W adheres at all times to Welsh language standards.

Undertake any other reasonable duties as required by the CEO, including travel to other L&W offices.

PERSON SPECIFICATION

	Essential/ Desirable
Ability to develop new business and income streams including responding to tenders and generating proactive funding from trusts and foundations	E
Excellent interpersonal skills with the ability to engage a range of audiences. You will be confident on national platforms dealing with the media; writing for a range of different platforms and social media.	E
Leadership skills that include developing and motivating staff and teams, and ability to work collaboratively as part of the Senior Management Team	E
Ability to build and enhance networks, alliances and relationships at the highest level across stakeholders in Wales including politicians and policymakers	E
Well developed knowledge of the political and policy environment in Wales in the areas of learning, skills and employment	E
Understanding the fields of learning, skills and employment policy and practice across the UK and network of contacts in Wales and the UK	D
Knowledge or experience of governance requirements, such as working with Boards, in the third sector	D
Excellent written and oral communication skills to influence and persuade, a confident presenter with the ability to relate to a wide range of audiences	E
An innovative and creative thinker with a record of transforming ideas into practice and ability to understand and analyse a range of research and policy	D
Ability to effectively manage a portfolio of research and policy projects and events, delivered on time and on budget to a high quality	E
Ability to develop new business and income streams for L&W including responding to tenders and generating proactive funding from trusts and foundations	E
Ability to communicate through Welsh, and the confidence to do so	D

Learning and Work Institute works across the UK, and staff are expected to work across the organisation. Our work in Wales is led by a Cardiff-based team, but all staff are required to follow the guidance set out in our Welsh language scheme when working in Wales.

July 2025