



# Candidate brief for the position of Chief Executive, Welsh Centre for International Affairs



## Introduction

We're looking for a talented and creative Chief Executive to lead the WCIA through the next chapter of our exciting story.

Committed to strong strategic leadership, you'll be able to build the partnerships and programmes that will take our charity into a new, long term strategy. You'll also be a highly credible ambassador for the WCIA, championing our work in public and across multiple networks.

Our Chief Executive will have a strong interest in global issues, and a personal commitment to what drives us – global citizenship, human rights, peace, international development, and the power of individuals and communities across the whole of Wales to make a difference.

## About the WCIA

The vision of the Welsh Centre for International Affairs (WCIA) is that everyone in Wales contributes to creating a fairer, more peaceful world. To achieve this, our mission is to inspire learning and action on global issues. We do this work through three broad programmes:

### Global Learning

Promoting global learning to prepare Wales for our shared future. We inspire people's interest in global issues and develop their understanding of why these issues are relevant to all of our lives. We build people's skills and confidence to explore different perspectives and then take informed action. In this way, we want everyone in Wales to feel they can make a difference on these shared challenges.

### Global Action

Inspiring global action in communities and organisations in Wales. We support communities and institutions to unite behind global action within Wales. This means putting our expertise and networks behind homegrown campaigns and activities, celebrating their achievements and supporting organisations to be more globally responsible.

### Global Partnerships

Building global partnerships connecting Wales and the world. We support worldwide partnerships that strengthen Wales as an outward-looking and globally responsible nation. We support international friendship and mutual cooperation, and we coordinate and strengthen Welsh international development activity. We want people in Wales to be proud of and recognised for their connections with the rest of the world.



### Peace Heritage

Our 3 programmes are underpinned by WCIA's Peace Heritage work, building on learning from Wales' long history of internationalist movements, and our role as guardians of Wales' National Temple of Peace and Health. WCIA has its origins in the founding at the end of World War 1 of the Welsh League of Nations Union (1918-46), which evolved after WW2 into UNA Wales (the United Nations Association, 1946-2014) and CEWC Cymru (the Council for Education in World Citizenship, 1943-2014).

The WCIA is a Charitable Incorporated Organisation, registered charity number 1156822. We have a 999-year lease at the Temple of Peace in Cathays Park, Cardiff and our location is currently central to our profile.

You can see our current Chief Executive giving a [brief explanation of our work in this video](#).

## Our strategy

Alongside turning 50 this year, we also have been delivering the last year of a [5-year strategy](#) where we've been successful in achieving our outcomes. We're in the process of working together to create the next strategy – a forward thinking, long-term strategy for future generations. Recognising how much we've grown and changed over the past 5 years, we're also working with a brand consultant to refine and develop our identity to accompany the strategy.

With plans to launch the new strategy and identity in October 2024, you'll be joining at a time where you can inform and lead on the final elements of both before embarking on an exciting new chapter for our organisation.



## Our projects and teams

Currently, the WCIA's teams (which span one or more of the programmes) include:

**Global Learning:** This team focuses on embedding global citizenship and peace education in lifelong learning, with a particular focus on schools and youth. We want every person in Wales, especially young people, to have a global learning opportunity. Projects include Peace Schools, Young Climate Ambassadors, Model UN, ChangeMakers and Taith Champions for Schools.

**Volunteering:** This team provides and supports international exchange and local volunteering opportunities which help people to get interested in global issues and develop as active global citizens. Projects include Taith Champions for Youth and supporting university international exchange activity.

**Heritage:** Our heritage advisor, often supported by volunteers, explores and shares Wales' peace and internationalist heritage, uncovering hidden histories that inspire the next generation of peacebuilders and internationalists.

**Venue management:** With careful consideration of our heritage, our core income is supported by hiring out the iconic Marble Hall in the Temple of Peace and Health – the Grade II listed building where the WCIA is based. We are now actively and successfully marketing the venue for weddings, conferences and other private functions; we also rent office space in the Temple to other internationally-focused organisations. There is an opportunity to grow this source of unrestricted income to support the future work of WCIA.

## Hosted programmes

We host several partnerships that deliver across our programmes:

**Climate Cymru:** We're a founding partner and the host for Climate Cymru. Climate Cymru is an active movement made up of 370 diverse organisations from across Welsh society, including business, innovation, education, third sector, community groups and over 15,000 people from across Wales. We share a desire for urgent, fair action to address the climate and nature emergencies.

**Academi Heddwch:** Academi Heddwch is Wales' first 'peace institute' – and one among a global family of peace research institutes bringing together the best academic minds and expertise to build a better world through peace-rooted approaches to global challenges. Academi Heddwch aims to extend Wales' long-standing tradition of peace-making and peace-promotion, by developing and coordinating an independent community of researchers in related fields. Funded through the Welsh Government, Academi Heddwch works to place peace firmly on Wales' national agenda, as well as on the international stage. We are also delivering a NLHF project to celebrate and share the [Women's Peace Petition](#).

**Hub Cymru Africa (HCA):** We are a partner on the HCA programme, which provides support and expertise to the Wales-Africa and Fair Trade communities in Wales. It is funded by the Welsh Government's Wales and Africa initiative.

The **WCIA core team**, led by the Chief Executive, provides strategic direction, programme and policy development, coordination and support across all our work programmes, as well as ensuring strong governance, legal compliance and HR support.

The entire WCIA team currently includes around 40 staff members, and a Senior Leadership Team including Head of Partnerships and Programmes, Head of Hub Cymru Africa Partnership, Head of Climate Cymru, Finance and HR Manager, Global Learning Manager and Volunteering Programme Manager. The organigram provided on Page 13 shows an overview of the current WCIA structure.



## **Governance and finances**

The WCIA has a [board of up to 16 trustees](#), with specialist knowledge across education, international development, finance, law, equalities and other areas. The board is supported by three committees covering governance, finance and risk, and staffing. We are proud of the charity's strong governance.

Our [audited accounts and annual reports](#) for the past few years can be found on our website.

## **About the role**

### **The ambition**

Our next Chief Executive will take charge at an exciting and crucial time for the WCIA. In the past 5 years, we've merged with UNA Exchange, taken on Climate Cymru and Academi Heddwch while expanding our education programme. The development of our next strategy provides an opportunity for a new leader to come and help shape the next chapter at WCIA.

As for much of the third sector, the move away from European Funding and the cost-of-living crisis means that ensuring sustainable funding and a balanced budget through visionary leadership will be crucial.

There is a fantastic and committed team in place at WCIA who are used to working flexibly and independently, with the leadership and freedom to try new things, play to their strengths and contribute to the success of the organisation. As a leader, you will be excellent at supporting and enabling this team to continue to thrive and use their creativity and passion towards a better future for Wales and the world.

Our new Chief Executive will lead an organisation that already has a [clear vision and values](#), strong work programmes and excellent partner relationships. You will build on these foundations towards a longer-term vision in which action on global issues is a mainstream concern – and in which the WCIA is a widely recognised and indispensable institution within Wales.

If you believe you're the right person to meet this ambition, we look forward to hearing from you.

### **Main Responsibilities**

1. Provide inspirational leadership that strengthens the WCIA by:
  - Embodying the values and purpose of the WCIA, ensuring a clear focus on our beneficiaries at all times, so that the WCIA's vision and mission are at the forefront of everything we do.
  - Leading the ambitious new strategy that will guide work across the charity for the long term, while putting in place milestones and action plans to measure progress over the shorter term.
  - Building strong external partnerships across the third sector, Welsh and UK governments, civil society, education and other key sectors, in Wales and internationally.

- Communicating effectively and representing the WCIA and the broader international sector in public, to the media, and in strategically important networks, helping to maintain and foster connections with new and existing stakeholders.
  - Making diversity, equality and inclusion an integral aspect of our work and ways of working.
2. Oversee the delivery of WCIA's programmes, ensuring the focused and stable running of the charity's day to day operations by:
    - Overseeing successful delivery of the WCIA's existing projects, ensuring that project leaders are able to deliver their objectives and positive funder relationships are maintained.
    - Leading on organisational changes and developments that may be required to meet our strategy.
    - Actively supporting good charity governance by working closely with the Board of Trustees – providing strategic advice, reports and professional guidance as required for the charity.
    - Working closely with the Treasurer, Trustees and relevant staff members to ensure that the WCIA's finances are transparent and effectively monitored, risks are effectively managed, and accounts and reports submitted to the Charity Commission on time.
    - Maintaining our relationship with our landlord, Cardiff University, so as to safeguard the WCIA's long-term future in the Temple of Peace
    - Ensuring that regular communication with our supporters, donors and other stakeholders is planned and delivered effectively.
  3. Develop creative and ambitious opportunities to expand our work and reach by:
    - Seeking new and sustainable avenues of funding, working closely with senior staff and partners to develop new project proposals and funding bids as well as other sources of funding.
    - Maximising the national and community profile of the Temple of Peace, and its income-raising potential as a venue.
  4. Support and maximise the talents and expertise of the WCIA team by:
    - Taking a co-production approach for projects, programmes, strategy and other plans, supporting flexibility and autonomy for team members in their work where possible.
    - Supporting members of the senior management team members with target-setting and monitoring, professional development opportunities and day-to-day line management.
    - Lead by example, making time to listen, supporting the team to develop new skills, and providing opportunities to reflect and learn from mistakes.
    - Promote staff wellbeing by fostering a positive work environment that promotes well-being and where everyone can prosper, and an organisational culture which is inclusive and collaborative.

## Person Specification

The WCIA values diversity, promotes equality and challenges discrimination. We welcome and encourage applications from people of all backgrounds who can demonstrate the skills and experience required for this role. We are happy to consider any reasonable adjustments that any potential employees may need to be successful.

Applicants should use the Personal Statement section of the application form to explain how they meet each competency required for this role.

<b>Area of responsibility:</b>	<b>Candidates should demonstrate that they can:</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to WCIA's mission	Understand and are committed to the WCIA's mission, vision and values	✓	
Leadership and development	Provide the strong and inspirational leadership required by the WCIA	✓	
	Lead an organisation's strategic development, ensuring alignment between a charity's mission, vision, strategy and activities.	✓	
	Understand the context of the Welsh third sector and devolved government and apply this knowledge to the role	✓	
	Lead an organisation within a third sector context		✓
	Maintain and develop positive relationships with diverse partners, funders and stakeholders, in Wales and internationally	✓	
	Communicate highly effectively with multiple audiences in English, both verbally and in writing	✓	
	Communicate effectively in Welsh or demonstrate a commitment to learning Welsh		✓
Delivery and operations	Plan an organisation's work across multiple teams	✓	
	Develop and deliver innovative projects with successful outcomes and impact, monitoring and learning from these	✓	
	Analyse complex problems, take into account multiple perspectives, and provide new and creative solutions	✓	
	Effectively support charity governance, including working with Trustees and reporting as required	✓	
	Carefully monitor and manage charity finances and risks	✓	

Generation of new opportunities and income	Experience of seeking new avenues of funding and drafting funding bids	✓	
	Experience of venue management, or similar methods of income generation		✓
Team and workplace management	Manage and support team members, making the best use of their talents and expertise – delegate appropriately, establish clear expectations, provide flexibility and autonomy, and make time to listen.	✓	
	Experience of co-production methods of working		✓
	Demonstrate commitment to staff wellbeing and inclusivity.	✓	
	Foster a bilingual workplace and ensure that WCIA activities meet the needs of both Welsh and English speakers.	✓	
Personal development and attributes	Embody the values of the WCIA in all aspects of your work.	✓	
	Plan your own work effectively when faced with multiple competing priorities	✓	
	Make measured, clear and quick decisions, including tough decisions or considered risks, and take a positive approach to learning from mistakes.	✓	
	Take a positive approach to your own professional development	✓	



## Employment terms for Chief Executive

<b>Responsible to</b>	WCIA Board of Trustees (line managed by the Chair of the Board)
<b>Salary</b>	£48,548 - £62,066 depending on experience. Increases are subject to annual review and the WCIA pay policy.
<b>Pension</b>	The post-holder will be enrolled automatically in the WCIA's pension scheme, contributing 5% of gross salary. The WCIA will match the employee's pension contributions up to 5% of gross salary.
<b>Contract type</b>	Permanent, subject to satisfactory completion of a 6-month probationary period.
<b>Hours</b>	37 hours a week. Flexible working is the norm at WCIA with staff working to the role requirements rather than to hours.  We are open to applicants requesting flexible working options – these will be considered on a case-by-case basis in accordance with our policy.
<b>Base</b>	Offices of the WCIA, Temple of Peace, Cardiff – hybrid working available.
<b>Annual leave</b>	36 days including public holidays. The leave year is 1 January-31 December and leave is calculated on a pro rata basis.
<b>Sick leave</b>	We offer enhanced sick pay as detailed in the employment contract. The maximum benefit (for those employed more than 1 year) is 8 weeks at full pay plus an additional 6 weeks at half pay.
<b>Maternity / shared parental leave</b>	We offer an enhanced package of maternity/shared parental pay. Staff members who have worked for the WCIA for at least 1 year are entitled to 8 weeks at full pay plus an additional 18 weeks at half pay.
<b>Travel</b>	This role will require travel throughout Wales with some overnight stays. Expenses will be paid.
<b>Notice period</b>	Following successful completion of the probationary period, the appointment may be terminated by not less than 3 months' notice in writing by either side.

## Application process

- All applicants must complete the official WCIA Application for Employment form, available at [www.wcia.org.uk/vacancies](http://www.wcia.org.uk/vacancies). **Please provide all relevant information on the application form as we will not consider CVs or cover letters as part of the application.** You must demonstrate how you meet all of the essential criteria in the Person Specification.
- Please submit your application by email to [centre@wcia.org.uk](mailto:centre@wcia.org.uk). If you do not have access to email you can send a paper application to the address given on the application form. Please get in touch if you have any other access requirements in order to submit an application.
- All applicants are also requested to complete and submit an Equal Opportunities Monitoring Form, which you will find on the same web page. Any information collated from this form will not be used as part of the selection process and will be treated as strictly confidential.
- The deadline for receipt of applications is **12.00 (midday) on Wednesday 21 February**.
- We will send an email acknowledgement to all applicants. If you do not receive an acknowledgement before 09.00 on Friday 23 February, please contact us. We cannot be held responsible for applications that do not reach us, or that arrive after the deadline.
- Interviews will take place over two stages. An initial interview will be carried out online with representatives of the WCIA Board of Trustees. The second stage, which will include a presentation and staff panel, will be held at the Temple of Peace in Cardiff, in April.
- If you are shortlisted for an initial interview, we will contact you directly. Short-listed applicants will be notified of their success during the **week beginning 4 March**.
- Initial interviews (online) will take place during the **week beginning 18 March**.
- No references will be taken up until a provisional offer of employment has been made.
- Unsuccessful applicants will be informed by email.
- Travel costs incurred during the interview process will be reimbursed in line with our expenses policy. We ask that candidates travel by public transport if at all possible.
- To make an enquiry or arrange an informal discussion with the outgoing Chief Executive, [SusieVentrifield@wcia.org.uk](mailto:SusieVentrifield@wcia.org.uk).

# WCIA organisation chart

