



## Head of External Affairs & Advice – Job Share

### About the Team and the Role

The Head of External Affairs & Advice role is a job share of 2 x 24hr a week and will work across our Advice, Information, influencing and engagement teams in Mencap Cymru. They will jointly lead the strategic development of our Advice and Information services, our influencing work and delivery of effective media communications for Mencap Cymru to support the delivery of Mencap 2030 in Wales.

This is a job share post of two 3 days a week with a cross over day on a Wednesday. One person will focus on leading our Advice, Information and Advocacy teams and another leading our Communication and Influencing teams.

With the election of a new and expanded Senedd in Wales in 2026, this role provides additional capacity to support Goal 3 of Mencap's 2030 Strategy: expanding our information and advice offer, reframing public understanding of learning disability, and driving progress on key policy priorities.

## Your main duties will involve but not limited to:

- Ensure services are inclusive, person-centred, and co-produced with people with a learning disability and their families, embedding lived experience into all service design and delivery.
- Prove strategic leadership in relationships with our fundraising colleagues to secure funding from grants, trusts, and corporate partnerships, developing proposals and business cases to pilot and scale new activities.
- Drive innovation by testing new approaches, sharing learning, and aligning delivery across Northern Ireland, England, and Wales.
- Be responsible for reporting on Strategic outputs and outcomes in line with Directorate Business Plans
- Build strong partnerships with families, schools, community contributors, and colleagues across children's, adult, and operational services to ensure the voices of people with a learning disability and their families are heard by decision makers.
- Represent Mencap Cymru in regional and national forums, influencing policy and commissioning to improve outcomes for people with a learning disability and their family carers.
- Contribute to strategic planning, including Mencap Cymru Vision 2030, as a member of the Senior Management Team.
- Provide strategic leadership and oversight to a wide range of project leads or service managers, embedding safeguarding, quality, compliance, and a culture of agility, collaboration, and continuous learning whilst at all times ensuring we deliver to Mencap 2030 strategy.
- Accountability for Finance, quality and learning in your areas of responsibility.
- Lead our relationship with key media contacts in Wales to ensure the people of Wales understand learning disability through opportunities for people with a learning disability and their family carers to feature in media stories.

## Leading your teams

You will work across two distinct teams – Advice, Information and Advice team and the Campaigning and Influencing teams to bring them together to ensure lived experiences are at the heart of our influencing work in Wales.

You will also need to build strong relationships with colleagues in the Comms, Advice and Activism teams in England to ensure we work together to deliver on Mencap's vision.



We are **passionate**  
about making the  
world a better place



We are **positive**  
in our work and  
with each other



We are **brave**  
we challenge and  
try new things



We are **kind**  
to everyone



We are **inclusive**  
of everyone

Current teams consist of:

**Advice, Information and Advocacy:**

Wales Learning Disability Helpline

Caerphilly Housing Advice Team

Carmarthenshire Preventative Service

Ynys Mon Early Years Support

**External Affairs**

Influencing Lead

Engagement Team

## What you will bring to the role (Essentials)

You will have knowledge and experience in one of two core areas: leading advice and information services or driving public affairs and influencing activity. Collaboration is key working seamlessly with your co-head to ensure alignment of strategy, shared insights, and joined-up thinking across both areas of responsibility.

- Proven strategic experience of leading and managing either an Advice Information and Advocacy team or comms and campaigning team.
- Build key relationship to help grow our advice, information and advocacy offer in Wales.
- Develop effective strategic partnerships with Wales based journalist to ensure we influence how citizens in Wales understand and value people with a learning disability.
- Develop and implement an engagement strategy with new Welsh Government and new Senedd members.
- Build alliances with key partners in the Learning Disability Sector to ensure we are able to achieve our influencing goals.
- Build & support a bank of activist with a learning disability or parent carers who can act as spokespeople for Mencap Cymru including people we support and those in our local group network.
- Contribute the effective leadership of Mencap Cymru and ICP directorate.
- Accountability for Finance, quality and learning in your areas of responsibility.

**Please note:** This job description is not intended to be exhaustive. Duties and responsibilities may evolve over time to reflect the needs of the organisation and the role.



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**“This isn’t just a job - it’s a chance to help change the lives of people with a learning disability and their families. If you’re passionate about making a difference, join Mencap in building a more inclusive future.”**

## **Mencap and our Commitment to Safeguarding**

Mencap is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

Successful applicants will be subject to appropriate pre-employment checks, including references and, where applicable, an enhanced Disclosure and Barring Service (DBS) check.



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