



Candidate Information Pack

Communications and Community Engagement Officer (Welsh Essential)

Hybrid / Full-time

Date September 2025

Reference: TGCCCEO



Contents

Welcome from Trydan Gwyrdd Cymru	3
About us	4
About the role	6
Terms and conditions of appointment.....	9
Other benefits.....	9
Indicative timeline.....	9
How to apply	10
Further information about this role	10
Equality and diversity	10
Welsh language	11
Data consent	11
Diversity monitoring form	11

Welcome from Trydan Gwyrdd Cymru

Dear Applicant,

Thank you for expressing an interest in applying for this position with Trydan Gwyrdd Cymru (Trydan). Trydan was established in October 2023 to accelerate the delivery of renewable energy projects on the Welsh public estate with the best possible long-term economic, environmental and social benefits for the people of Wales. This is a long-term sustainable investment funded by Welsh Government that intends to put net zero and the communities of Wales at the heart of the transition required to address the adverse effects of climate change.

We aim to have one gigawatt of locally owned, locally generated clean energy by 2040. Trydan will scale up the rollout of renewable energy projects across the Welsh public estate, principally through onshore wind and solar PV technologies with scope to integrate storage technologies. We have a genuine opportunity here to produce an income that will be reinvested in improving people's lives in Wales as well as creating good quality, clean energy jobs. Trydan will help drive a new approach to delivering benefits from renewables that really make a difference to communities.

As our organisation continues to grow, we are seeking a Communications and Community Engagement Officer to join our team. This role offers an excellent opportunity for a communications professional with proven experience in public

engagement – ideally within the renewable energy or infrastructure sectors. We're looking for someone passionate about helping deliver sustainable energy solutions for Wales, through meaningful collaboration with its communities.

We recognise that Wales must accelerate its journey towards decarbonisation by developing and deploying the right renewable energy projects, in the right places. But this transition must also deliver wider economic, social, cultural and environmental benefits to Wales. We're looking for someone who shares our ambition and commitment to this purpose.

This is a unique opportunity for a motivated individual seeking a fresh challenge and the chance to help shape a more sustainable future from the ground up. If you believe your skills and experience align with this role, we would be delighted to hear from you. Full details of the position can be found in this candidate information pack. We hope you find it insightful – and that you will be inspired to take the next step in seeking to join us.



Richard Evans,
Chief Executive Officer

About us

Background

Trydan was incorporated in October 2023, as a company limited by shares and wholly owned by Welsh Government, with the objective of accelerating the development of renewable energy projects on the Welsh Public Estate and increasing the value to Wales from this activity, which would be aligned with Welsh Government policy and Ministerial objectives.

The overarching strategic objective for the company is to realise the ambitions of the Welsh Government by delivering one gigawatt of new locally owned renewable energy by 2040. Trydan's delivery model will ensure the financial value of these projects is retained in Wales and their outputs, both directly and indirectly, contribute to delivering wider economic, social and environmental benefits for the people of Wales.

Our mission

Our mission is to unlock the renewable energy potential of Wales, and deliver benefits to our society, our environment and our economy, for everyone living and working in Wales today and for future generations. We will do this through delivery excellence, responsible leadership and proactive collaboration.

Current position

The majority of the initial team has been recruited, and priority company establishment activities have been completed. A new permanent board was established in May 2024. The Trydan board is chaired by Llyr Roberts and includes four Non-Executive Directors. The Cabinet Secretary formally launched the company on the 15th July 2024.

Trydan is now actively developing a portfolio of renewable energy projects at late feasibility stage and will scale up development activity as we continue to grow our development team. The current project portfolio is focused on onshore wind, although we expect solar PV and battery energy storage systems to feature as part of the portfolio.

Location

The company will operate using a hybrid model where staff will spend a proportion of their time working from home. Meetings and other joint activities will be hosted from time to time by Welsh Government at various office locations across Wales. The Company's Head

Office will operate out of Merthyr Tydfil. The role holder will need to be available to work within the Merthyr Tydfil office on a hybrid basis. We are open to flexible working, and this can be discussed during any of the recruitment stages.

Further information on Trydan Gwyrdd Cymru

Further information can be found on the company website: [Home | Trydan Gwyrdd Cymru.](#)

About the role

Job purpose

You will play a key role in shaping and delivering our corporate engagement and communications strategy, while supporting project communications and stakeholder engagement across current and upcoming initiatives in North and Mid -Wales. In these regions, Welsh is widely spoken and often the primary language of local communities. To ensure meaningful and inclusive engagement with residents, businesses, and stakeholders, the role requires excellent interpersonal and language skills in both Welsh and English, written and spoken. Ideally, candidates will be based within easy reach of North and Mid Wales. The postholder will also be expected to attend Merthyr Tydfil offices at least twice per month.

We are looking for someone with genuine enthusiasm for shaping and delivering effective communication strategies and tools. This includes drafting, reviewing and contributing to a range of communications tailored to both national and local audiences. You will also support participatory processes that enable community members to engage meaningfully with relevant project developments.

You should be an active and empathetic listener, with a natural interest in people from all walks of life – across age groups, urban and rural settings, and with varied perspectives and needs.

Someone who is energetic and creative, you will bring a passion for community matters and play a key role in keeping citizens and community members informed and engaged.

In this role, you will collaborate within a multi-disciplinary team – comprising both internal colleagues and external partners – working together to support the successful development of our wind farms projects in North and Mid Wales. Given the linguistic landscape of these regions, excellent bilingual skills, both spoken and written, are essential. You will also contribute to wider corporate communications initiatives.

Organisational Context

The role reports to the Head of Public Involvement within the Engagement Team, where all corporate messaging, overarching engagement strategies, and media matters are coordinated. You will also be embedded within one or more Project Teams, supporting delivery against timelines and requirements set by Project Managers. Collaboration with external consultants may also be required, depending on project needs.

Key Accountabilities

Your key tasks and responsibilities will include:

- ❖ Designing, refreshing, and delivering project engagement and communications strategies and plans – either independently or in collaboration with consultants.
- ❖ Developing and producing creative, community-focused communication materials that highlight the broader benefits of the projects for local communities and stakeholders.
- ❖ Writing editorial content for the project website and other platforms, including articles, blog posts, and reports.
- ❖ Drafting and publishing press releases and building strong relationships with the local media outlets.
- ❖ Setting up and managing project social media channels (where relevant) and regularly updating the project website.
- ❖ Creating and maintaining communication tools such as flyers, brochures, presentations.
- ❖ Organising local events to support the project team (e.g. B2B meetings, conferences, pop-up engagements), including coordination with suppliers (e.g. booth setup, catering).
- ❖ Managing relationships the local communication agencies supporting project delivery.
- ❖ Handling administrative tasks such as processing invoices.

Person specification

Essential Skills and Experience:

- ❖ Strong interpersonal skills, with the ability to build positive relationships with the local communities and local stakeholders.
- ❖ Excellent verbal and written communication skills in both Welsh and in English
- ❖ Educated to degree level in a related discipline such as Communications, Journalism, Welsh, English, Social Sciences.
- ❖ Minimum of five years' experience in a communications-related role; experience in energy or major infrastructure development is desirable but not essential.
- ❖ Full UK driver's license, with the ability to travel across Wales, including areas not served by public transport.
- ❖ High-level of IT and digital literacy, including proficiency in relevant communication software (e.g. Umbraco, InDesign, Illustrator, Photoshop) and the confidence to support others in enhancing digital communications internally and externally.
- ❖ Proven creativity, with track-record of generating compelling content ideas and events concepts.
- ❖ Experience in producing tailored communications materials and digital content (e.g. project website, content articles, local events).
- ❖ Strong organisational skills, with the ability to manage multiple tasks and maintain attention to detail.

Desirable skills and experience:

- ❖ Facilitation skills, with an understanding of the distinction between engagement, communications and public relations.
- ❖ Experience working in communications within the energy sector or on major infrastructure projects.
- ❖ Well-networked and embedded in the North/Mid Wales region, or a demonstratable interest in local life and community dynamics in these areas.

Terms and conditions of appointment

- ❖ Salary: Competitive
- ❖ Job Type: Permanent
- ❖ Hours per week: Full time – 37 hours per week
- ❖ Annual Leave: 28 days raising to 29 days after two years' service and 30 days after three years' service
- ❖ Public Holidays: 8 days per annum

Other benefits

- ❖ Defined contribution pension scheme
- ❖ Flexible working
- ❖ Electric vehicle salary sacrifice scheme
- ❖ A collaborative, inclusive, and flexible work environment

Indicative timeline

Applications must be submitted no later than **16:00** on **10/10/2025**. We will be in touch with the outcome of your application no later than one working week after the closing date.

Any applications received after the above closing will not be considered.

How to apply

To apply for this position, please provide the following:

1. A comprehensive CV (in Welsh or English) setting out your career history with key responsibilities and achievements and details of your current remuneration package.
2. A supporting statement in the form of a covering letter of no more than two sides of A4, explaining how you believe your skills and experience match the key responsibilities and person specification requirements for the role. Please note that the covering letter is an important part of your application. **We require you provide this letter in Welsh.**
3. Details of two professional referees together with a brief statement of their capacity and over what period of time they have known you, one of whom is expected to be your current or last employer. Referees will not be contacted without your prior consent.
4. A completed diversity monitoring form.
5. Clearly state in your covering letter should you be shortlisted, whether you wish your interview to be conducted through the medium of Welsh or English.

On finalising your application, please forward to the following email address: swyddi@trydanqwyddcymru.wales

Further information about this role

If you have any queries about any aspect of the appointment process, need additional information or wish to have an informal and confidential discussion, please email swyddi@trydanqwyddcymru.wales to request a call and we will be pleased to get back to you. We will respect the privacy of any initial approach or expression of interest in this role, whether formal or informal.

Equality and diversity

We are committed to creating an inclusive working environment for everyone. We especially encourage applications from all underrepresented groups. We do not discriminate on the basis of age, race, religion, colour, national origin, gender, marital status (including equal, same sex marriage or civil partnership), sexual orientation, or disability.

Welsh language

Wales is a bilingual country, with both Welsh and English used routinely in our daily lives and workplaces. The Welsh language has official status in Wales. There are measures in place to ensure it is treated no less favourably than English.

Applications for any post can be submitted in either Welsh or English. Given the requirements of this post, we expect the covering letter to be written in Welsh. Part or all of the interview will be conducted through the medium of Welsh.

Data consent

We will process the data you provide to us in applying for this role as necessary for the performance of this task, which is carried out in the public interest. We will also share the data with any third-party data processors engaged on our behalf to deliver the recruitment service. More information is available here: <https://www.trydangwyrddcymru.wales/privacy-policy/>

Diversity monitoring form

Trydan Gwyrdd Cymru is committed to valuing equality and diversity for our workforce. To ensure these objectives are fully met, it is essential that we monitor our recruitment and selection procedures. Therefore, we would like you to complete the attached questionnaire.

Purpose and Benefits

We need to find out whether our policy is working in practice and ensure there is no discrimination in the way that we appoint and promote staff. The purpose of monitoring is to identify trends that indicate problems, so that we can remedy them in order to provide a fairer and more effective appointments process for all applicants.

What happens to the information I supply?

- Any information provided will be treated in strict confidence and will not affect your application in any way.
- The data will be used to produce statistical reports. These comprise a series of anonymous figures, by which we can monitor our applicant numbers and the outcomes of our recruitment and selection processes.
- Only those monitoring job advertising will have access to the data. The information collated will be used entirely anonymously, but names are included on forms to enable cross-checking between the forms and the paperwork to be undertaken by our recruitment

professionals.

- Staff involved in sifting and interviewing for the post will **not** see your questionnaire.
- The information collated will not lead to a quota system nor be used against any particular group.

Helping us to help you

Your co-operation is much appreciated; please help us to improve equal opportunities. We strongly encourage all applicants to complete, save separately and return the attached questionnaire together with the other sections of your application documentation.

We thank you for your co-operation.