



# Application Pack

**Youth Support Officer  
ACE (Action in Caerau and Ely)**



Registered in Wales and England No. 7623914  
Registered Charity No. 1150422

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## Overview of the Post

**Position:** Youth Support Officer

**Location:** Fairwater & Caerau

**Closing date:** 4<sup>th</sup> December 2020

**Job details**

**Hours:** 6-9 hours per week

**Days:** weekday evenings and occasional weekends

**Location:** Caerau & Fairwater

**Salary:** ACE Grade 2 £21930 per annum (pro rata), £11.25 per hour

**Contract:** Fixed-term, end date March 31<sup>st</sup> 2021.

We are recruiting a youth support officer to join our youth team, evening provisions for young people aged 10 - 18 in Fairwater & Caerau, street-based/outreach and street ACE delivery due to Covid restrictions. With a sound understanding of youth work principles, the post will work in partnership with young people, volunteers and partner organisations to develop and embed youth activities in community locations in these two areas. Location of work to be agreed at interview stage.

You will report to the Youth Development Officer and be part of ACE's Youth Work team. You should be Level 3 qualified and have at least two years' experience working in the youth & community work sector with a good understanding of how to support and develop youth-led activities.

To request an application pack please contact:

Email: [recruitment@aceplace.org](mailto:recruitment@aceplace.org)

Telephone no: 02920 003132

Address: Ourplace: Dusty Forge, 460 Cowbridge Road West, Cardiff, CF5 5BZ

Or visit our website [www.aceplace.org](http://www.aceplace.org)

**Closing date: 4<sup>th</sup> December 2020**

# ACE: An Introduction

## Ely and Caerau

Ely and Caerau (two ward areas in the west of Cardiff) together constitute the largest housing estate in Wales with a population of approximately 26,000. Built after the first and second world wars respectively, Ely and Caerau provided social housing and secure employment with local manufacturing companies. Between the early 70s and mid 90s all these employers closed or relocated their local functions. The legacy of this collapse of local employment is a community characterised by high unemployment and in-work poverty related to 'underemployment' in insecure, part time, low paid, city centre based service sector jobs. As a result, people in Ely and Caerau struggle with a range of problems related to poverty including:

- high levels of income-related benefits
- poor educational attainment
- poor health and life expectancy (4 years less than the Cardiff average)
- high levels of mental health problems

Ely and Caerau both feature in the top 10% of the Welsh Index of Multiple Deprivation.

In 1991 Ely was the focus of disturbances which were reported in the national news as a 'riot'. This, along with the general reputation of the area, has contributed to a sense of stigma. There is a tendency, amongst decision makers, to see the community as one with multiple problems that need fixing, and a related sense of dependency.

Despite all this, Ely and Caerau exhibit many of the characteristics which might be called upon to contribute to community resilience, including: significant community spirit and pride, strong social networks and a willingness to 'get involved' in local action.

## Mission

ACE – Action in Caerau and Ely is a community organisation located in West Cardiff. We have over 1000 local members, many of whom are active contributors to local community development and regeneration efforts. Over half our staff team live in Ely and Caerau. We base our work on the following principles:

- Local people know their community best
- Everyone has something unique to contribute
- Everyone's contribution should be valued equally
- Poverty should not be accepted as a fact of life
- Social injustice should be challenged and changed

These commitments lead us to take an approach influenced by theories of 'co-production' and asset based community development. This means we work with local people as full participants in the design and delivery of services and activities. We experience and treat our community not primarily as a problem needing solving but as a vibrant network of communities that has many assets and opportunities that have been undervalued and ignored – these include skills, knowledge, experience, social networks, good will, buildings, land, resources, culture and heritage. ACE has a high profile and strong reputation in Cardiff and further afield for developing these resources to serve a holistic approach to community regeneration, to create community resilience and to tackle poverty. We are increasingly called upon to support the development of similar initiatives in other areas of the city.

## Vision

In this context ACE seeks to meet the need for:

- A local organisation that can co-ordinate, harness and promote a positive vision for our community
- An organisation that can co-ordinate and facilitate a range of responses towards this vision and can mobilise local people to participation and action
- A holistic approach to tackling a range of elements related to poverty that cuts across themes/silos (food poverty, fuel poverty, unemployment, underemployment, low educational attainment, poor physical and mental health etc)
- A clear and collaborative approach to developing a more resilient community

**ACE works with communities to achieve lasting positive change for an equal and just Cardiff. We believe everyone has something unique to contribute.**

# Job Description: Youth Support Officer

**POST:** Youth Support Officer  
**RESPONSIBLE TO:** Youth Development Officer

**Hours:** 6-9 hours per week

**Days:** Weekday evenings and occasional weekends

**Location:** Caerau & Fairwater

**Salary:** ACE Grade 2 £21930 per annum (pro rata), £11.25 per hour

**Contract:** Fixed-term, end date March 31<sup>st</sup> 2021

**Responsible for:** Development and delivery of youth-led evening provisions.

ACE would like to deliver creative, vibrant and co-produced evening youth provisions (including open-access and street-based/outreach youth work) across Fairwater & Caerau. Fully focused on working with young people, the role will work with the youth work team and a network of volunteers and students who will be trained and supported to deliver youth led activities, and develop partnerships with local groups.

## ROLE SPECIFIC TASKS

1. *Develop and deliver youth led activities in Fairwater and Caerau*
2. *Engage, recruit and monitor the progress of young people*
3. *Identify and engage with key partners necessary for successful delivery.*
4. *Facilitate young people and volunteers in planning and the delivery of youth activities.*
5. *To implement and promote ACE Safeguarding policy and procedure.*
6. *Seek out and draw upon examples of good practice.*

## PROJECT SPECIFIC TASKS

### Community and Service Provider Involvement

1. *To engage with and support young people to attend and utilise activities.*
2. *To help establish and maintain project plans for the provision.*
3. *Help to embed the values and principles of youth work into all aspects of the work*
4. *To help in identifying and securing appropriate funding streams.*

### Training

1. *To undertake continual professional development as required for the role.*
2. *To help prepare and implement training and development programmes that support both individual volunteers.*

## GENERAL TASKS

1. *To work within and promote all policies and procedures.*
2. *To keep accurate records including statistical information where appropriate.*
3. *To provide written reports and information as requested.*
4. *To work at other locations as and when required.*
5. *To attend supervisions, training and meetings as and when required.*
6. *To work flexible hours as appropriate to the needs of the post (including weekend, evening and occasional weekends).*
7. *Any other reasonable duties requested by the line manager.*

This job description outlines the general ways in which it is expected you will meet the overall requirements of this post.

The list of tasks is not an exclusive one and duties may vary from time to time. This job description is subject to regular review.

## **PERSON SPECIFICATION**

### **QUALIFICATIONS AND EXPERIENCE**

- Educated to Certificate/Diploma (Level 3/4) in Youth and Community Studies or equivalent
- Relevant volunteer development and support experience
- Experience of designing and developing community events and activities
- Experience of working with children, young people and families in both formal and informal settings
- Experience of supporting community participation, involvement and volunteering activities
- Experience of working in the third sector, and how to develop beneficial partnerships with the local community, public and private sector

### **KNOWLEDGE AND UNDERSTANDING**

- A good understanding of Youth and Community Work and co-production principles and how to apply these in areas of deprivation
- A knowledge of safeguarding procedures
- A good understanding of equalities, diversity and inclusion
- A good understanding of issues facing areas of deprivation and how to overcome barriers to engagement
- Understanding of monitoring and evaluation processes
- Understanding of confidentiality and data protection issues.

### **SKILLS AND ABILITIES**

- Ability to communicate effectively with community members, staff and stakeholders in plain, easy to understand English and/or Welsh, both in writing and verbally
- Ability to work flexibly to meet people's needs and service requirements, including working evenings and weekends where the service requires it
- Ability to work as part of a team and build and maintain effective and supportive relationships with peers and partners
- Can complete reports and assessments

### **ADDITIONAL JOB REQUIREMENTS**

- Demonstrates resourcefulness, initiative and a positive 'Can Do' attitude, is solution focused and can see the overlaps with other streams of work
- Demonstrable commitment to equality and diversity and a genuine desire to help people
- Is adaptable and takes responsibility
- Is organised, confident, reliable, honest, punctual and enthusiastic
- A good team player who will support colleagues
- Possesses good ICT skills

# Application Process

**Closing date: 4<sup>th</sup> December 2020**

## **Application Forms**

Please return completed application forms to **recruitment@aceplace.org** before the closing date.

Please include your name and the post title in the subject; you will receive an automatic response confirming delivery.

**We regret that we will only be able to reply to and give feedback to short-listed applicants.**