



Application Pack

GRACE Community Development Worker
ACE - Action in Caerau and Ely



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



Contents

Overview of the post	3
Introduction to ACE	4
Job Description and Personal Specification.....	6
Application Process.....	9

Overview of the post

Position: GRACE Community Development Worker

Location: Our Place Dusty Forge

Salary: ACE Grade 3 (£27,030 pro rata)

Hours: 30hrs per week, occasional evening and weekend working will be required.

Contract: Fixed term until end of March 2023

We are seeking to recruit a Community Development Worker to work as part of a cooperative team with Wales Restorative Approaches Partnership (WRAP) and HMPPS Probation staff on the GRACE Project. The GRACE project team are part of a wider HMPPS project called Grand Avenues, working in close partnership with the local Probation Service. Together we are transforming the way we all work with a cohort of men leaving prison and on probation who are returning to live in the Ely and Caerau area. We are drawing on each other's strengths and knowledge, with a priority on coproduction of local solutions and working together with the men and their families and community networks to improve life outcomes and systems.

The post holder has a key role in delivering the GRACE project in partnership with HMPPS and WRAP and people on probation. Each partner will have specific responsibilities in developing new approaches that will change and improve support and outcomes for the people on probation. The GRACE Community Development Worker will:

- Support and share continuous asset mapping and development of a directory of local support services, agencies and networks that could be relevant for the cohort and their families.
- Work with the GRACE and wider Grand Avenues team, people on probation their families and local community members to identify needs and gaps in local service provision.
- Lead on working with the people on probation and their families and other significant relationships to empower them to co-design and implement solutions that harness and develop their skills and strengths.
- Engage people in the wider community to play a role in this and to adopt and understand the values of the Grand Avenues project, to increase local support and activity.
- Develop referral pathways and provide a supportive bridging relationship across local support services and networks that have been identified in the directory.
- Create sustainability beyond the GRACE project, giving the tools and awareness that is then embedded in day to day practices.
- To provide 1-1 support and challenge to people on probation and their families to engage in local co-production efforts and other key GRACE activities.

To apply for this role please contact:

Email: recruitment@aceplace.org

Telephone no: 02920 003132

Address: Our Place Dusty Forge, 460 Cowbridge Road West, Ely, CF5 5BZ

Deadline for submitting application: Sunday 10th October 2021

Interview date: TBC

Introduction to ACE

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.

Additional Information

Grand Avenues is a HMPPS in Wales priority project, funded through the Shared Outcomes Fund, which will pilot a new approach to reducing reoffending in Ely and Caerau, working with the local community and service users to focus on prevention and addressing intergenerational offending through the creation of an improved network of community services. The project will be delivered over a ten-year period and will be evaluated by researchers from the University of South Wales and Cardiff Metropolitan University.

Job Description and Personal Specification

POST: GRACE Community Development Worker
RESPONSIBLE TO: Co-Director

HOURS: 30 hrs per week, occasional evening and weekend working will be required.

SALARY: ACE Grade 3 (27,030 Pro-rata).

Contract: Fixed term until end of March 2023

OVERALL PURPOSE OF JOB

To work as part of the GRACE project team, which is a partnership between HMPPS, WRAP and ACE to support co-production with people on probation in the Ely and Caerau area. This will include facilitating signposting and referrals between agencies; working with people on probation to identify needs and gaps in provision to then implement solutions; supporting the team to develop new ways of working that benefit offenders and their families that are sustainable beyond the life of the project.

ROLE SPECIFIC TASKS

1. As part of the Grand Avenues team support the continuous asset mapping and development of a directory of local support services, agencies and networks that could be relevant for the cohort and their families.
2. Work with the GRACE team, men from the cohort and their families to identify needs and gaps in local service provision.
3. To lead on working with the men from the cohort and their families to empower them to co-design and implement solutions.
4. To engage people in the wider community to play a role in this and to adopt and understand the values of the Grand Avenues project.
5. Development of referral pathways across local support services and networks that have been identified in the directory. Creating sustainability beyond the GRACE project, giving the tools and awareness that is then embedded in day to day practices.
6. Supporting efforts to build a local network of services and partners in order to facilitate new ways of working and seamless referral and signposting.
7. To provide 1-1 support to men from the cohort and their families to engage in local co-production efforts and other ACE activities.
8. To work as part of the GRACE team actively contributing to the delivery of restorative practices and support for the cohort, including attending restorative meetings and circle activities.
9. To carry out other tasks and responsibilities of a similar nature as determined from time to time by the manager in relation to the smooth running of the service and wider ACE work.

PROJECT SPECIFIC TASKS

Monitoring and Evaluation

1. To collect, collate and update monitoring and evaluation data for the project, ensuring that all records are kept up to date and that all personal data is effectively protected and handled, within locally agreed Information Sharing Protocols and in line with ACE policy/procedure and GDPR legislation.

2. To provide updates and reports on progress against the above tasks as and when required.

Community and Service Provider Involvement

1. With the rest of the team be fully involved in attempts to ensure the fullest possible involvement of people and local service providers in service development by less formal means such as Timeplace (Timebanking), events, focus groups, engaging with groups and individuals etc.
2. To support and fully contribute to, a good communication strategy for the service e.g. newsletter, web sites, social media, use of events, publicity campaigns etc.
3. To assist in attempts to engage with communities and service providers across the City where it may help ACE achieve its outcomes.

Working across Team Roles

1. To help establish and maintain project plans for work being undertaken by ACE that is both role specific and general to the work of the whole team.
2. To support colleagues in delivering their own role specific work programmes and receive support from them in turn.
3. Help recruit and support volunteers involved in the work of ACE.
4. Help to embed the values of co-production into all aspects of the work of ACE.

Training

1. To undertake continual professional development as required for ACE, including restorative approaches training.
2. To help prepare and implement training and development programmes that support both individuals and organisations.
3. To participate fully in supervision and appraisal processes.

GENERAL TASKS

1. To work within and promote all of ACE's 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 supervision, training, and meetings as and when required.
6. To work flexible hours as appropriate to the needs of the post (including weekend and evening working)
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 ACE may vary duties from time to time. This job description is subject to regular review.

PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE

- Substantial experience of delivering community development, participation, and co-design / co-production activities and events.
- Experience of working with volunteers and partner organisations to develop exciting strength based work.
- Experience of working within the communities of Ely and Caerau or similar disadvantaged communities.
- Experience of working within or alongside the Criminal Justice System or with individuals who have been involved with or affected by individuals involved in offending behaviour. (desirable)
- Experience of working in the third sector, and how to develop beneficial partnerships with the local community, public and private sector.
- Experience of completing funding applications, and supporting volunteers to do so (Desirable).

KNOWLEDGE AND UNDERSTANDING

- An excellent understanding of Community Development principles (including asset based working and coproduction) and how to apply these in a volunteer/group environment.
- A good understanding of the local and national context for this work, including knowledge of local and national partners and other projects with similar aims. (desirable)
- Understanding of the additional barriers people may face due to socio-economic status, language, culture or personal circumstances and how such barriers can be overcome.
- A good understanding of key legislation including risk management, safeguarding, health & safety, data protection and other relevant policy.
- An excellent understanding of equalities and working to diverse needs.

SKILLS AND ABILITIES

- Excellent group facilitation skills, with the ability to manage difficult situations, conflict and sensitive conversations in a group setting.
- Excellent communication and inter-personal skills, with the ability to support people who are distressed or angry and communicate well with the public, colleagues, visitors and partners
- Excellent partnership working skills including coproduction.
- Can complete reports, monitoring activities and assessments accurately.

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
- 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

Deadline for applications: **Sunday 10th October 2021**

Application Forms:

For a job pack and application form please email recruitment@aceplace.org

Return completed applications to recruitment@aceplace.org

Or, please send a hard copy to:

ACE – Action in Caerau and Ely

Our Place: Dusty Forge

460 Cowbridge Road West

Ely

Cardiff

CF5 5BZ