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Working Well Development Officer ACE (Action in Caerau and Ely)



Registered in Wales and England No. 7623914
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Overview of the Post

Job details

Position: Working Well Development Officer

Location: Cardiff West

Closing date: 22nd October 2021

Hours: 15 hours

Salary: ACE Grade 2.5 (£24,990 pro rata)

Contract end date: 31st March 2023

ACE is looking for a committed, organised and community minded individual who will take a lead in developing an innovative bursary scheme aimed at supporting people in low paid work to progress into more satisfactory opportunities.

The role

Based at the Dusty Forge in Ely, you will work with the Working Well team to engage with local community members who are experiencing low paid and unsatisfactory work, supporting them to identify underlying issues and barriers and to propose and design solutions that allow progression into better work opportunities. This group will form one of two project working groups.

You will engage with a range of partners, including Cardiff University Business School, Bevan Foundation, Welsh Government and Cardiff Council to form a second advisory working group and to co-design effective evaluation and research approaches that maximise learning and seek to influence policy.

You will work with the ACE team and both working groups to design, promote, administrate and review a new bursary scheme that will remove barriers to progression in work for those in low paid, unsatisfactory work.

The Working Well project

It used to be that employment secured a comfortable life. These days there is no longer any guarantee that paid work makes it easy for families to make ends meet. The Working Well project seeks to explore and tackle this issue by working with people in Ely and Caerau to develop solutions. We are building on ACE's significant success in supporting local action, groups and campaigns (like our community shop, social groups, art groups and school road safety campaign). We are doing the following things together:

- Learning about the pressures experienced by working families
- Celebrating and nurturing people's gifts and skills
- Helping people start up groups and projects that make working and family life easier and more fulfilling
- Working with others to tackle some of the causes of problems, such as low pay, poor working conditions, and lack of opportunities to progress in work

Working Well is funded through the National Lottery Helping Working Families programme. ACE are working with partners Tempo and Citizens Cymru Wales.

ACE Community Bursary Scheme

ACE would like to develop an innovative bursary scheme that provides flexible and bespoke support in removing barriers for those in low paid and unsatisfactory work in Ely and Caerau so they can progress into better paid and more fulfilling work. This project will make a key contribution to our wider efforts at tackling in-work poverty through our Working Well programme. In keeping with the ethos of this programme, and ACE's core values, the scheme will be co-designed and co-produced with the full participation of local beneficiaries. We will be partnering with a university to build a strong research and evaluation element into our efforts and to use learning from the project to seek to influence and embed new approaches to this issue in national policy.

Application Process

To request an application pack please contact:

Email: 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

Deadline for applications: 5:00 pm, Friday 22nd October 2021

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. Many of 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 and Personal Specification

POST: Working Well Development Officer
PROGRAMME: Working Well
RESPONSIBLE TO: ACE Community Support Coordinator

HOURS: 15 hours per week
SALARY: ACE Grade 2.5 (£24,990 pro rata)

BASE: Cardiff **END DATE:** 31st March 2023

Responsible for: Taking a lead in co-designing and co-producing ACE's bursary scheme for supporting people into better paid, more satisfactory work.

ACCOUNTABILITY AND REPORTING

- The post will report to the Community Support Coordinator
- Work will be reviewed every 4-6 weeks through supervision contact with the Community Support Coordinator

ROLE SPECIFIC TASKS

- Engage community members with experience of low paid, unsatisfactory work in a process of listening, learning and co-design – exploring potential approaches to removing barriers to better work.
- Develop an advisory working group of partners including Cardiff University, Welsh Government, Bevan Foundation, Cardiff Council and others.
- Lead the co-design of a new bursary scheme aimed at removing barriers to progressing into better paid, more satisfactory work.
- Work with both working groups to co-design an effective approach to project evaluation and research.
- Co-design, promote, administrate and evaluate the new bursary scheme.
- Share learning with partners, service providers and policy makers, and seek to affect positive change using learning from the scheme.
- Explore the continuation and development of the scheme through future planning and fundraising.

GENERIC TEAM TASKS

Working across Team Roles

1. Help establish and maintain project plans for work being undertaken within ACE that is both role specific and general to the work of the whole team.
2. Support colleagues in delivering their own role specific work programmes and receive support from them in turn.
3. Help to embed the values and principles of community development into all aspects of the work.

4. Help colleagues, community organisations and others in identifying and securing appropriate funding streams.

Training

1. To undertake continual professional development as required for ACE.
2. To help prepare and implement training and development programmes that support both individuals and organisations.

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

- Experience of supporting community participation, involvement and volunteering activities
- Experience of delivering and/or receiving into-work support and advice
- Experience of developing beneficial partnerships with the local community, public and private sector

KNOWLEDGE AND UNDERSTANDING

- An understanding of Community Work and co-production principles and how to apply these in areas of deprivation
- An understanding of work experiences in low-income communities and in current support available to those on low incomes
- 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 how to promote project engagement, including use of social media
- 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 creatively facilitate group discussions and co-design activities
- 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

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
- Ability to think creatively
- 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 and a high level of accuracy
- Willingness to work out of normal office hours