



Application Pack

ACE Cares Development Officer
ACE - Action in Caerau and Ely

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Overview of the post

Position: ACE Cares Development Officer

Location: Our Place Dusty Forge, Ely, Cardiff

Salary: ACE Grade 2.5 (£25,740)

Hours: 37.5hrs per week, occasional evening and weekend working will be required

Contract: Fixed term until 30th June 2024

About the project

Our two-year project is called 'Community-led care: Solutions to social care issues'. It is a partnership between Cwmpas (Cwmpas is the new name for the Wales Co-operative Centre), Action in Caerau and Ely (ACE) and Pembrokeshire Association of Voluntary Services (PAVS) and it is funded by The National Lottery Community Fund. We aim to set up two new care and support activities led-by our different communities, one in west-Cardiff called 'ACE Cares' and in one in north-east Pembrokeshire called 'Preseli Cares'.

There are four outcomes we want to achieve for people in our communities by the end of the project:

1. By working together, people receiving care or unpaid carers or people who volunteer, can contribute to and secure rights and entitlements from their own communities.
2. By being actively involved in their own care and support, people's physical health, mental health and well-being will improve.
3. People will be helped to make a greater contribution to their communities.
4. People receiving care or their unpaid carers will be encouraged to develop personal relationships and social connections that they contribute to and enjoy.

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: Midday Monday 16th May 2022

Interview date: Week commencing 23rd May 2022

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. Through our work many local people are active contributors to community development and regeneration efforts. Many of our staff and most of our volunteers 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: ACE Cares Development Officer
RESPONSIBLE TO: ACE team coordinator

HOURS: 37.5 hrs per week, occasional evening and weekend working will be required.

SALARY: ACE Grade 2.5 (£25,740).

Contract: Fixed term until 30th June 2024

ABOUT THE ROLE

Purpose: To work with the community to explore the most appropriate approach to community-led care; To co-produce care services with the community and to help implement new services.

Location: Based in ACE's community centre, Dusty Forge, in West Cardiff working in the communities of Caerau and Ely with frequent local travel.

Relationships:

Reporting to a senior manager at ACE.

Other key relationships internally include:

- Co-Director, ACE
- ACE project development officers where there is potential for collaborative work
- ACE volunteers

Other key relationships externally include:

- Cwmpas (Wales Co-operative Centre) - Project Manager and Evaluation Co-ordinator/Officer for Community-led care: Solutions to social care issues
- Project Development Group for ACE Cares
- Project Partnership group overseeing the delivery of our project
- Officers and representatives from statutory agencies including Cardiff Council, the Local Health Board and GP practices
- Local business representatives including social care agencies
- Local voluntary and community groups, third sector organisations, social enterprises and volunteers.

Finance/resources: All employees have individual responsibility to adhere to our financial processes to ensure good financial practices and financial stability and are responsible for the safekeeping of their own company resources such as computers and phones.

Responsibilities:

- Foster a culture of collaboration and co-production for the successful outcomes of the project in new community-led care activities.
- Work with Project Development Group members and the Project Manager to establish a development plan, on a quarterly basis, with a list of prioritised actions.
- Inform the development plan by utilising the information in the application submitted to the National Lottery Community Fund including research data, the Theory of Change and the gap analyses.

- Communicate and promote our project, 'Community-led care: Solutions to social care issues' to engage local people in the opportunity and encourage them to participate and contribute to the solutions.
- Learn, map and apply knowledge of community facilities and assets that can contribute to new and/or improved care, support and well-being activities.
- Assist communities and statutory agencies to understand how people can develop and contribute their personal assets and strengths to care activities.
- Meet and engage people and record their requirements for services in a simple database along with offers from people to be actively involved in our project, Community-led care: Solutions to social care issues.
- Develop knowledge of existing care and support services to identify opportunities for the community to respond with an improved or new activity.
- Use local knowledge to connect people, organisations and existing services to build a coherent and sustainable activities offer based on co-production and reciprocity.
- Build confidence in people and communities to take ownership of community led-care services beyond the two-year project.
- Through co-production facilitate an evaluation and learning process with the Evaluation Co-ordinator/Officer and our local communities to assess the success of the project.
- Work with the Evaluation Co-ordinator/Officer to capture and record data to evidence how community-led care is a real affordable and sustainable option.

Training

1. To undertake continual professional development as required for ACE, including restorative approaches training.
2. 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

You will have a good standard of general education. It is desirable that you have experience of co-production, or a willingness to be trained in co-production practices.

KNOWLEDGE AND EXPERIENCE

- You will have knowledge or experience of working with communities and of the community development process helping people come together to act on what's important to them.
- You will know the care sector and current care policy but recognise that the current social care system is not able to fully meet the wider effects on well-being.
- You will need knowledge of co-production, but training can be provided in relation to this.
- You will also need a knowledge of asset-based approaches to community development and engagement.
- You will understand the challenges faced by communities experiencing multiple disadvantages.

SKILLS

- You will have good skills in communication in order to share the purpose of our project and inspire people to get involved
- You will have good skills in providing relevant information and in listening to a wide range of people and interested stakeholders.
- You will have good skills in spotting opportunities for communities to develop their own activities and to link stakeholders together for mutual benefit.
- All staff are expected to be able to work independently and as part of a team and organise work in order to meet multiple deadlines, build effective relationships and use MS Office, Teams and other online meeting tools.
- Spoken and written Welsh language desirable.

BEHAVIOUR/ATTITUDES

You will be a 'self-starter' who enjoys working on your own initiative and planning your own work programme yet will be happy to work co-operatively as a team member and with stakeholders, as required.

Inquisitive and quick to absorb new information, willingness to challenge or question prevailing systems, satisfaction in problem-solving, eagerness to build rapport and relationships, enjoyment in making connections between people and organisations for new activity to emerge. You will be willing to learn new skills and share your skills with others.

You will be committed to equality, diversity and inclusion, health and safety, quality, sustainability and professional development. Above all, you will share our values and demonstrate these in your work.

Application Process

Deadline for applications: Midday Monday 16th May 2022

Interview Date: Week commencing 23rd May 2022

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