



# Application Pack

**Community Development Officer  
Bereavement Support Project  
ACE - Action in Caerau and Ely**



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# Overview of the post

**Position:** Community Development Officer (Bereavement Support)

**Location:** Our Place Dusty Forge

**Salary:** ACE Grade 3 (£27,841 pro-rata)

**Hours:** 15-16 hrs per week (hours to be agreed with the successful candidate), some evening and weekend working may be required.

**Contract:** Fixed term until 31<sup>st</sup> March 2024

We are seeking a Community Development Officer to take forward a new piece of work with communities across Cardiff, using co-production approaches to increase support available for people affected by bereavement. The project will work with groups and communities who may face barriers in accessing bereavement support and services, with a particular focus on people from Black, Asian and Minority Ethnic Communities.

Specific activities will include: -

- Working with identified groups and communities to co-produce solutions to their specific bereavement support needs, which may include peer support groups, community activities and bereavement champions within each community.
- Improving awareness of available support within identified communities, raising awareness of existing online directories and up-skilling groups and community leaders in using such resources.
- Development of resources and support for people facing anticipatory grief, which could include a course or information sessions, peer support and facilitating access to practical support and advice.

You will need experience of co-production and/or Asset-based Community Development, a good understanding of the needs of people who have been bereaved and an understanding of the needs of, and barriers faced by people from Black, Asian and Minority Ethnic Communities and other groups that may face additional barriers in accessing services.

To apply for this role or for more information please contact:

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

Telephone no: 02920 003132

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

**Deadline for submitting application:** 12pm, Monday 16<sup>th</sup> May

**Interview date:** w/c 23<sup>rd</sup> May

# Introduction to ACE

## 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 and Person Specification

**POST:** Community Development Officer (Bereavement Support)  
**RESPONSIBLE TO:** Health & Wellbeing Co-ordinator

**HOURS:** 15/16 hrs per week, some evening and weekend working may be required.

**SALARY:** ACE Grade 3 (£27,841 pro-rata)

## OVERALL PURPOSE OF JOB AND ADDITIONAL INFORMATION

The overall purpose of the role is to increase the availability of accessible bereavement support for groups and communities who may face barriers in accessing services, with a particular focus on Black, Asian and Minority Ethnic Communities. The role will use co-production and community development approaches to support communities to develop their own peer support approaches; improve awareness of existing support; and work to develop resources and support for people facing anticipatory grief.

The post-holder will work as part of ACE's Health Team, reporting to the Health & Wellbeing Co-ordinator. The post-holder will work closely with ACE's Compassionate Communities project, working together with the project's development officer to develop resources, training and activities that meet the needs of people who have been bereaved.

## ROLE SPECIFIC TASKS

1. Make contact and build relationships with a range of groups and organisations working with identified communities, including small community-led groups, local and national charities, public sector bodies and religious organisations.
2. Work with groups, individuals and organisations to explore needs and barriers specific to each group or community and co-produce solutions
3. Support groups and organisations to establish their own peer support models. Support could include training for group leaders, sharing good practice and advising on policy and risk management.
4. Develop a network of local groups and organisations, providing opportunities for those taking part in the project to share learning and experiences with each other and with statutory services and strategic partnerships such as Compassionate Cymru.
5. Work to raise awareness of existing support amongst identified communities. This could include sharing information on local resources, supporting people to use existing directories, or developing accessible information resources.
6. Develop partnerships with other relevant organisations, including local GP practices, statutory bereavement and mental health services and other third sector organisations working towards similar aims.
7. Work with the ACE health team and key partners, including Macmillan Cancer Care and local GPs, to develop resources and support for people facing anticipatory grief. This could include information resources / training, peer support and links to practical support.
8. 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 from identified groups and local service providers in project 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 project eg newsletter, web sites, social media, use of events, publicity campaigns etc

### **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.
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, small, community-led groups and partner organisations to develop projects / activities
- Experience of delivering / developing training (desirable)
- Experience of working within, or alongside bereavement and/or mental health services (desirable)
- Experience of working with people from Black, Asian and Minority Ethnic Communities
- Experience of developing beneficial partnerships with the local community, public sector and third sector organisations.

### **KNOWLEDGE AND UNDERSTANDING**

- Understanding of the needs and barriers faced by people who have been bereaved, or those facing a bereavement in the future (e.g. those caring for someone with a terminal illness).
- Understanding of the additional barriers people may face due to their ethnicity, culture or religion and how such barriers can be overcome.
- A good understanding of the needs and barriers faced by other groups, such as people with sensory loss, disabled people and people from LGBTQ+ communities.
- A good understanding of key legislation relevant to developing community-led wellbeing initiatives, including safeguarding, health & safety and data protection.
- A working knowledge of existing bereavement support and services.
- An excellent understanding of Asset Based Community Development and Co-production and how to apply these in a volunteer/group environment.
- 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
- Ability to engage and enthuse people in the work
- Ability to communicate sensitively about bereavement and death with people from different backgrounds.
- Excellent partnership working skills

### **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 and written communication skills

# Application Process

**Deadline for applications:** Monday 16<sup>th</sup> May, 12pm

**Interview date:** w/c 23<sup>rd</sup> May 2022

## **Application Forms:**

For a job pack and application form please email [recruitment@aceplace.org](mailto:recruitment@aceplace.org) or visit [www.https://www.aceplace.org/job-vacancies/](https://www.aceplace.org/job-vacancies/).

Please return completed applications to [recruitment@aceplace.org](mailto: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

Applications received after the closing date will not be considered.

We regret that we are unable to give feedback to non-shortlisted candidates