

Ourplace - Dusty Forge, 460 Cowbridge Road West, CF5 5BZ  
t: 02920 003132 w: [www.aceplace.org.uk](http://www.aceplace.org.uk) e: [info@aceplace.org](mailto:info@aceplace.org)



## CAER Centre Development Officer ACE (Action in Caerau and Ely)



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



## Contents

|   |   |
|---|---|
| <u>Overview of the Post</u> .....                       | 3 |
| <u>ACE: an introduction</u> .....                       | 4 |
| <u>Job Description and Personal Specification</u> ..... | 6 |
| <u>Application Process</u> .....                        | 9 |

# Overview of the Post

## Job details

**Position:** CAER Centre Development Officer  
**Project:** Community Support  
**Location:** Caer Heritage and Learning Centre

**Hours:** 37.5 hours  
**Salary:** ACE Grade 3 (£28,676)  
**Length of Contract:** 3 years

ACE and Cardiff University are developing an exciting new community learning partnership, building on the flagship Caer Hidden Hillfort Project ([www.caerheritageproject.com](http://www.caerheritageproject.com)). We are now recruiting for a new role of CAER Centre Development Officer. This role will be to develop a programme of engagement, development and community learning that will be delivered at the Caer Heritage and Learning Centre. It will also work towards developing sustainability and new project funding streams integrating the Caer Heritage and Learning Centre into ACE's extensive community based projects and services. This role will work as part of a team alongside the Cardiff University Community Partnership Manager building on opportunities to further strengthen links between Cardiff University and the communities of Ely and Caerau.

This role is funded by Cardiff University for a 3 year period, further funding to extend the role will be sought over the duration of the contract.

**To apply for this role complete the application form provided alongside this job pack  
Please note we are unable to accept CV's in lieu of an application form.**

Please submit your fully completed application to:  
Email: [recruitment@aceplace.org](mailto:recruitment@aceplace.org)

If you have any queries please contact us on either the email above or:  
Telephone no: 02920 003132  
Address: Our Place Dusty Forge, 460 Cowbridge Road West, Ely, CF5 5BZ

**Deadline for submitting application:** Midnight Sunday 26<sup>th</sup> November 2023  
**Shortlisting** will take place on Monday 27<sup>th</sup> November, shortlisted candidates will be contacted and invited to interview by midday Tuesday 28<sup>th</sup> November 2023  
**Interview date:** Wednesday 29<sup>th</sup> November 2023

# ACE: An Introduction

## 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

## 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.

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, a rich heritage and history and a willingness to 'get involved' in local action.

**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:** CAER Centre Development Officer  
**PROGRAMME:** Community Support  
**RESPONSIBLE TO:** Operational Development Manager

**HOURS:** 37.5 hours

**SALARY:** ACE Grade 3 (£28,676)

**BASE:** Caer Heritage and Learning Centre, Caerau

**LENGTH OF CONTRACT:** 3 years

## OVERALL PURPOSE OF JOB

### Accountability and reporting

The post will report to the ACE Operational Development Manager

### Role Specific Tasks:

1. To take a lead, with partners and community, in the development of a programme of community and adult learning activities to be delivered at the Caer Heritage and Learning Centre.
2. To support the development of said activities, including promoting opportunities for groups and organisations to hire space in the building.
3. Work with the Community Partnership Manager to nurture and develop partnerships within and without of Cardiff University.
4. To work with partners to identify potential funding streams and to develop funding applications for submission to support the future development and sustainability of the Caer Heritage and Learning Centre.
5. Undertake community consultation and engagement activities to capture the voice of local people, informing funding applications, including an application to the Heritage Lottery Fund.
6. Liaise with the ACE Community Engagement Coordinator ensuring Caer and Cardiff University are integrated into the Community Plan for Ely and Caerau.
7. Look to combine activities with other ACE themes of work where it makes for a greater impact.

### Key day to day operational functions:

8. Responsibility for opening and closing of the Caer Heritage and Learning Centre on a daily basis.
9. Liaise with ACE's Assistant Administrator when planning activities to be delivered at the Caer Heritage and Learning Centre to avoid duplicate bookings.
10. Take a lead on effectively managing the project delivery budget utilising ACE's micro budget template, liaising closely with ACE Finance to ensure financial processes are adhered to and expenditure is tracked accurately.
11. Support and embed Tempo (community time credit scheme) into delivery of activities and projects.
12. Gather and present any data necessary to meet monitoring and evaluation commitments.

## **PROJECT SPECIFIC TASKS**

### **Community and Service Provider Involvement**

1. To engage with and support whatever formal mechanisms (e.g. forums, local partnerships) are set to ensure community and service provider involvement within the area.
2. With the rest of the team be fully involved in attempts to ensure the fullest possible involvement of the community and local service providers in ACE's work programmes.
3. To support and fully contribute to Caer communications linked to ACE's wider communication work. E.g. Caer website, social media, etc.

### **Working across Team Roles**

1. To take a lead in establishing project plans for work being undertaken within the team 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 and principles of community development into all aspects of ACE's work.
5. To 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.

**Your application will be assessed on the following Person Specification. Please ensure you fully demonstrate how you meet the Spec in Section 4 of the ACE Application Form, which is provided alongside this job pack.**

## **PERSON SPECIFICATION**

### **QUALIFICATIONS AND EXPERIENCE**

- Educated to level 4 (e.g. HNC or NVQ), or other relevant qualification(s) showing specific sector knowledge, or relevant sector work experience
- Experience of development and implementation of successful community projects in a community building and external settings
- Experience of supporting community consultation, participation, involvement and engagement activities using a coproduction approach
- Experience of planning, developing and implementing community events and activities
- Experience of working in the third sector, and how to develop beneficial partnerships with the local community, public and private sector
- Experience of managing a budget
- Experience of identifying funding opportunities and the ability to develop and write small to larger scale funding applications

### **KNOWLEDGE AND UNDERSTANDING**

- A good understanding of the communities of Ely and Caerau, or other communities of similar disadvantage
- A good understanding asset based community development and co-production principles and how to apply these in areas of deprivation
- Knowledge of third sector funding opportunities
- 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 (desirable), 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

**Deadline for submitting application:** Midnight Sunday 26<sup>th</sup> November 2023

**Shortlisting** will take place on Monday 27<sup>th</sup> November, shortlisted candidates will be contacted and invited to interview by midday Tuesday 28<sup>th</sup> November 2023

**Interview date:** Wednesday 29<sup>th</sup> November 2023

Application Forms:

**For a job pack and application form please email [recruitment@aceplace.org](mailto:recruitment@aceplace.org)**

**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