

Ourplace - Dusty Forge, 460 Cowbridge Road West, CF5 5BZ
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**Community Development Coordinator
Yourspace
ACE (Action in Caerau and Ely)**



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



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Overview of the Post

Job details

Position: Community Development Coordinator

Project: Yourspace

Location: Cardiff

Hours: 22.5 hours

Salary: £33,437 per annum (pro rata)

Contract end date: Fixed term until 31st January 2026 (with potential extension dependent on funding)

We are seeking an experienced Community Development Coordinator to lead on the management and development of community development activity within the Yourspace service. Yourspace is a wellbeing service, working in partnership with the Cardiff North, Cardiff West and Cardiff South West Primary Care Clusters to support patients from local GP practices and the wider community to improve health and wellbeing through the provision of 1:1 and group-based support; community outreach activities and collaborative work to identify and fill gaps in local provision.

The role will involve supervision of community development workers; oversight of design, delivery and development of community development and engagement activity; and will be responsible for activity monitoring, evaluation and reporting.

You should have experience of leading the development and implementation of successful community development projects; experience of supporting and managing staff and volunteers; and a good understanding of community development, co-production and how to support and engage people with complex health and wellbeing needs.

**To apply for this role please 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

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 applications: Midnight, Wednesday 12th February 2025

Interview date: TBC, week commencing 17th February

We aim to contact shortlisted candidates by 5pm on Friday 14th February.

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 coordinate, harness and promote a positive vision for our community
- An organisation that can coordinate 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: Community Development Coordinator
PROGRAMME: ACE Health
RESPONSIBLE TO: Operational Development Manager

HOURS: 22.5 hours

SALARY: £33,437 per annum (pro rata)

Responsible for: Management and development of community development activity within the Yourspace service.

ROLE SPECIFIC TASKS

1. Lead on the management and development of community development activity within the Yourspace service, overseeing the design, delivery and development of activity within each cluster.
2. Line manage staff who will be responsible for the day-to-day delivery of this work.
3. Review outcomes for the projects and ensure funding and delivery commitments are met.
4. Ensure effective monitoring and evaluation systems are in place for existing and emerging projects and that they are being used effectively.
5. To provide regular reports on community development activity across the clusters.
6. Ensure organisational policies and procedures are followed by the team
7. Support team members in activity planning, ensuring appropriate planning tools are used in project design and overseeing the creation of coherent project plans and risk assessments.
8. Create and nurture local partnerships that support and enhance project delivery through pooled resources and sharing of expertise and experience.
9. To develop funding bids and partnership proposals for new services and activities within the clusters, where required to meet identified needs.
10. Support the team in building relationships and developing knowledge of their clusters, which may include supporting team members to source working locations within the cluster.
11. Look to combine activities with other ACE themes of work where it makes for a greater impact.

GENERIC TEAM TASKS

Monitoring and Evaluation

1. To collect, collate and update monitoring and evaluation data related to community development activity, 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, Data processing agreements 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 participants and local service providers in influencing service development by less formal means such as time credits, events, focus groups, engaging with groups and individuals etc.
2. To support and fully contribute to, a good communication strategy for the organisation e.g. 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.
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

- Educated to degree level, or other relevant qualification(s) showing specific sector knowledge and/or equivalent experience.
- Experience of leading the development and implementation of successful community development projects
- Experience of supporting and managing staff and volunteers
- Experience of writing funding bids and proposals
- Experience of delivering community participation, involvement and volunteering activities
- 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, including within the health sector.

KNOWLEDGE AND UNDERSTANDING

- A good understanding of Community Development and co-production principles and how to apply these in a health and wellbeing context
- A good understanding of safeguarding procedures and an ability to ensure their implementation
- A good understanding of equalities, diversity and inclusion
- A good understanding of the needs of people with long term health conditions, including complex health and wellbeing needs and how to overcome barriers to engagement
- Understanding of monitoring and evaluation approaches.
- 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 effectively support staff and volunteers and help people to develop
- Ability to work flexibly and creatively to meet people's needs and service requirements.
- Ability to effectively manage a project from beginning to end, including monitoring of progress against outcomes and service specifications.
- 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 applications: Midnight, Wednesday 12th February 2025

Interview date: TBC, week commencing 17th February

Application Forms:

Application forms can be found on our website at <https://www.aceplace.org/job-vacancies/> or you can request a copy by emailing recruitment@aceplace.org

Please 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
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Cardiff
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We regret that we will only be able to reply and give feedback to short-listed applicants.