



**VOLUNTARY ACTION
MERTHYR TYDFIL
GWEITHREDU GWIRFODDOL
MERTHYR TUDFUL**

JOB DESCRIPTION

| | |
|------------------------|---|
| Title: | Social Enterprise Development Officer |
| Accountable to: | Senior Development Officer |
| Salary: | £23,398 - £28,485 |
| Pension: | 10% employer contribution |
| Hours: | 37 hours per week |
| Term: | Fixed term until 31.06.22 (Applications for secondments are welcome) |
| Annual Leave: | 28 days plus 3 concessionary days pro rata |
| Location: | Merthyr Tydfil |

Role Purpose:

To support the ambition of the Merthyr Tydfil Economic Recovery Plan by providing information, advice, support and facilitating development of social enterprises within the local area

This role supports the objectives of the Community Renewal Fund (CRF)

Key Responsibilities

- Raise awareness and increase understanding of the work of social enterprise within Merthyr Tydfil
- Provide the necessary information, advice, support and guidance to organisations that have the potential to develop into enterprises
- Build the capacity and confidence of individuals and organisations who are wishing to start up a social enterprise including business planning support

| | |
|---------------------|---|
| | <ul style="list-style-type: none"> • Promote the development of new social enterprises • Engage effectively with partners and other external organisations • Foster a culture of mutual support and co-operation amongst social enterprise and arrange networking events, underpinning the objectives of the CRF programme • Work in partnership to create a social enterprise and community organization network and facilitate its development • Maintain effective links with other individuals, organisations and agencies that are useful in developing the social economy locally • Facilitate joint project opportunities amongst existing social economy organisations, identify good practice and celebrate resilience • Champion social value in public procurement and commissioning processes • Build effective working relationships across a range of key strategic partnerships • Produce good (high) quality reporting, monitoring and evaluation, keeping accurate and up to date records on key performance indicators in line with funder requirement, supporting the external evaluation of the overall CRF programme • Manage and identify barriers to engagement and support the implementation of recommendations. |
| <p>Other</p> | <ul style="list-style-type: none"> • Attending and making good use of supervision • Deputise for other staff when necessary and appropriate • Undertaking training as required • Be prepared to work during evenings and at weekends from time to time for which time off in lieu will be granted • Participate in internal working groups to further VAMT's organisational development • Undertaking other duties which are not detailed in this job description, but which meet VAMT's aims to assist and support the work of the voluntary and social enterprise sector in Merthyr Tydfil. |

PERSON SPECIFICATION

Social Enterprise Development Officer

| | | |
|--------------------------------|---|--|
| Education/ Training | Educated to degree level, or equivalent experience in community development or social enterprise support | |
| Experience | <p>Proven experience of:</p> <ul style="list-style-type: none"> • Planning, leading and implementing successful programmes/projects, on time and within budget. • Building effective sustainable working relationships across public, private and third sector. • Creation of and support for Networks • Issues surrounding Social Enterprises | |
| Skills and attributes | <ul style="list-style-type: none"> • Excellent communication, including written skills, active listening, relationship building and negotiation skills. • Excellent presentation and facilitation skills with an ability to communicate effectively at a range of levels. • High level of organisational skills; ability to plan and prioritise own workload, meet deadlines and work within a challenging environment. • Ability to plan and deliver/facilitate events and workshops. • Ability to record and analyse information and prepare timely reports. • Ability to use databases/CRM systems and proficient in the use of Microsoft Office programmes and other digital office systems/social media platforms. • Evaluation and monitoring skills and demonstration of impact (desirable) | |
| Knowledge | <ul style="list-style-type: none"> • Awareness of safeguarding procedures across all ages • Awareness of data protection principles (GDPR) • Knowledge / experience of voluntary, public and private sectors in Merthyr Tydfil • Knowledge and experience of co-production in practice. <p>Knowledge of related services provided by the statutory and voluntary sector</p> <ul style="list-style-type: none"> • Ability to speak Welsh (desirable) | |

| | |
|---------------------------|--|
| Personal Qualities | <ul style="list-style-type: none">• Works co-operatively with others to get things done, willingly giving help and support to colleagues• Acts with integrity• Takes ownership for resolving problems, demonstrating courage and resilience• Positive about change, adapting to different ways of working• Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge• Is approachable, developing positive working relationships and good team spirit• Knowledge, understanding and commitment to equality, diversity and inclusion• A commitment to being an ambassador for the voluntary and community sector• Excellent time management and organisation skills• A high level of self-motivation, with the ability to demonstrate energy and vision.• A commitment to the development of social enterprises and an understanding of the processes involved in achieving this. |
|---------------------------|--|

The contents of this document will be subject to review from time to time in consultation with the post holder. Job descriptions may be amended to reflect and record such changes.