VOLUNTARY ACTION MERTHYR TYDFIL

**JOB DESCRIPTION**

**Title: Invest Local Ynysowen Development Officer**

**Accountable to: Invest Local Ynysowen Partnership**

**Managed by Community Development Lead**

**Salary: actual £29269.00**

**Hours: 37 hrs (see job ad)**

**Term: 4-year fixed term**

**Location: Ynysowen, Merthyr Tydfil**

**Background:**

Invest Local is a National Lottery Community Fund initiative targeting 13 deprived communities in Wales. Ynysowen is one of the chosen communities and has been awarded £1 million over a 10-year period. BCT (Building Communities Trust) manages the delivery of the Invest Local programme.

VAMT (Voluntary Action Merthyr Tydfil) is the County Voluntary Council for Merthyr Tydfil, supporting voluntary and community groups and volunteers across the County. VAMT is the host employing body for the Development Officer for Invest Local Ynysowen programme.

|  |
| --- |
| **Role Purpose:**To work with the BCT Invest Local Officer, the Invest Local Ynysowen Steering Group, residents, volunteers, groups, stakeholders and partners to deliver the projects and programmes of work identified in the Driving Change plan.To promote the Invest Local programme and publicise events and activities using a wide range of communication methods and platforms, including social media. To engage effectively with residents and develop a sustainable volunteer base, supporting and encouraging local people to participate in local community action, both formally and informallyTo build local capacity to develop and deliver a sustainable funding strategy to secure the long-term future of the community beyond the Invest Local funding.  |
| **Main Responsibilities** | Liaise with the groups identified in the Driving Change plan to assist in the delivery, monitoring and evaluation of their respective projects.Work with the BCT Invest Local Communications Manager to develop and deliver an effective communications strategy, using a wide range of communication methods including on-line platforms, social media, newsletters, leaflets, community notice boards, local networks, presentations, etc.Be the point of contact for the Invest Local Ynysowen small grants programme and training bursaries.Work with VAMT Volunteering Officer to support and encourage local people to get involved in community action through formal and informal volunteering.Develop a sustainable funding strategy and work with local people and partners to secure additional funding for the delivery of projects and programmes that will secure the long-term future of the community.Build the capacity of local groups through the provision of information, advice, support and training in good governance, sustainable funding, fundraising, volunteer recruitment and management.Strengthen networks within Ynysowen and enable connectivity to external networks outside to share good practice and learning. Develop good working relationships with local, regional, and national organisations who can assist with delivering the objectives of the Invest Local Ynysowen programme.Undertake various administrative tasks as may be required by the Invest Local Steering Group to deliver the Driving Change plan and run community events. Assist in collating data on performance indicators and feedback from local people for the external evaluators appointed by BCT to monitor the effectiveness of the Invest Local programme.Provide regular reports on activity to the Invest Local Steering group, BCT and VAMT, as required. |
| **Other** | * Attending and making good use of supervision
* Deputise for other staff when necessary and appropriate with agreement of Invest Local Ynysowen Steering Group.
* Undertaking training as required
* Be prepared to work during evenings and at weekends from time to time (A flexi time system is in place)
* 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 sector in Merthyr Tydfil, with agreement of Invest Local Ynysowen Steering Group.
 |

PERSON SPECIFICATION

Invest Local Ynysowen Development Officer

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |
| --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** |
| Educated to degree level or equivalent, or with significant experience of similar work (see below) |  | **X** |
| Accredited qualifications in community development, training, fundraising, volunteer management or associated fields |  | **x** |
| **Experience of:** | **Essential** | **Desirable** |
| Practical ‘hands on’ community project/development experience gained by working in a specific community development role | **x** |  |
| Community engagement and working with hard-to-reach groups and individuals | **x** |  |
| Working with a range of stakeholders on issues such strategic planning, priority-setting and performance management |  | **x** |
| Research and report-writing, including data analysis and interpretation, and writing case studies  |  | **x** |
| Developing and implementing a communication and marketing strategy using a variety of methods, including social media | **x** |  |
| Sustainable funding and fundraising with demonstrable experience of accessing funds |  | **x** |
| Facilitating meetings, recording actions and producing minutes  | **x** |  |
| Organising and running community events and facilitating networks | **x** |  |
| **Knowledge of:** |  |  |
| The community of Ynysowen, Aberfan, Merthyr Vale and mount Pleasant Merthyr Tydfil |  | **x** |
| Asset Based Community Development (ABCD) approaches to working with local communities | **x** |  |
| The way that public, private and third sectors work and how they inter-relate |  | **x** |
| Issues affecting communities that experience multiple deprivation and potential solutions |  | **x** |
| Sources of funding for community-based projects including grant schemes, Trusts and Foundations and/or how to source this information | **x** |  |
| Volunteer recruitment and management  |  | **x** |
| **Skills** |  |  |
| Communication – listening, presenting, networking, engaging | **x** |  |
| Creative thinking and problem-solving  | **x** |  |
| Influencing and negotiating  |  | **x** |
| IT and social media  | **x** |  |
| Project management – planning, prioritising, delivery, evaluation, etc |  | **x** |
| Research, data analysis and report writing | **x** |  |
| Writing funding applications | **x** |  |

 |
|  |
| * 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.
 |

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.