

Community Development Officer: Cefn Community Council

Job Description

Wage: £30,151- £32,909 pro rata, depending on experience.

Working Hours: 37 hours per week

Flexible Hours with occasional weekend and evening work as required. Job-share arrangement would be considered for the right candidates if the full-time hours could be covered between them.

Contract Length: Initial 10- month Fixed Length contract: January 22nd – October 31st 2024.

Our intention is to develop this into a long-term post, and we will be working to secure the funding to extend it over the next few months.

Location: The George Edwards Hall, Cefn Mawr (with potential for hybrid working from home)

Introduction

This is an exciting opportunity to work with a forward-thinking Community Council that has taken great strides over the past few years to successfully develop and deliver a number of community projects in collaboration with local stakeholders. This new full time Community Development role is the next step as we build on previous work towards delivering more ambitious projects for our communities.

We are looking for a dynamic, forward thinking, and creative individual, who will bring a fresh approach and vision to lead future regeneration projects. This is a fantastic opportunity for anyone looking for a new challenge and an opportunity to lead positive change to benefit our residents and businesses.

We view this initial 10-month project (restricted by SPF funding timeframes) as an opportunity for the successful candidate to develop and shape a longer term-role. To support this ambition, there is an allocated budget for personal & professional development, support from an experienced mentor, and a plan to gain the required funding to extend the role in the long term.

Purpose of the Role

The main purpose of this role is to lead and manage the development and delivery of a range of local projects, activities, and events to benefit the communities of Cefn, Plas Madoc, Rhosymedre, Cefn Bychan, Acrefair, and Penybryn.

A number of projects are already lined up with funding secured, and will be required to be supported delivered within the timeframe of this role with the support of other Council Staff:

- A Programme of monthly Community Events / Activities, funded through this project.
- Developing new sporting facilities at the Plas Kynaston Recreational Ground (Delivering some of the proposals identified in the feasibility study mentioned below).
- A Community Garden Project.

The successful candidate will also be required to explore and develop additional projects to meet local needs, and specifically to develop a long-term project that will enable the role to be extended.

Background and Context

The Community Council

Cefn Community Council is based at the George Edwards Hall in Cefn, representing the villages of Cefn Mawr, Newbridge, Rhosymedre, Acrefair, Pen y Bryn and Plas Madoc. There are 16 Councillors representing these wards on a cooperate basis; everyone represents all villages, each Councillor takes his elected role on a voluntary basis, for the benefit and promotion of the community.

The Community Council employ 5 people at present: A Clerk, an Administration Officer, a Caretaker, a Groundsman and a Community Agent. The Clerk is answerable to the Council; all others are answerable to the Clerk.

Funding for this Role

This role is part of a project funded through the Wrexham 'Communities and Place Key Fund,' facilitated by Wrexham County Borough Council. Funding for the grant is provided by the UK Government through the [UK Shared Prosperity Fund](#).

Previous Projects and the Wider Picture

This project builds on a previous 3-year project funded by the EU LEADER programme facilitated by Cadwyn Clwyd. This project developed a number of feasibility studies which provides the foundations and evidence base on which the successful applicant can develop new projects. These include:

- Development of Plas Kynaston Recreation Ground (PKRG) sport facilities
- Supporting Community Facilities and Activities
- Developing Community Transport
- Developing the George Edwards Hall
- Ty Mawr Country Park Footbridge

It also secured additional funding to deliver £100,000 worth of local projects including:

- A Green Spaces Project with North Wales Wildlife Trust, which included improving local habitats, establishing new wildflower meadows, and guided nature walks.
- George Edwards Hall improvements: Fixing the Roof & installing new energy efficient Windows & Doors.
- Crane St Car Park Viewpoint: Open up the View, clean up existing bench, install new bench, & Fix the stone wall (in collaboration with the AONB Volunteers).
- Resurfacing the MUGA with short pile carpet.

This role will build on this existing body of work, develop new projects to address identified needs and opportunities, and establish a new long-term approach for community development in the area.

Pontcysyllte World Heritage Site (WHS) and the Trevor Basin Masterplan

Cefn Mawr is a stone's throw from the Pontcysyllte World Heritage Site (WHS) which is visited by 350,000 visitors a year. There is a multimillion pound phased-development underway in the WHS which directly borders our community.

Our plans for the community going forward needs to engage with and link with this development and its stakeholders in order to insure that it benefits our local communities.

Responsibilities

The Community Development Officer will be key to our ambition to drive positive change within our communities over the next few years. You will be working with and supporting a range of local organisations, groups, stakeholders, and volunteers to develop collaborative projects that benefit our communities. The main duties of the position will be as follows:

- Deliver a defined number of projects over the course of the initial 10-month contract.
- Design & deliver at least 9 Community Events / Activities, and least 8 volunteering activities.
- Identify development / training opportunities for local volunteers, community leaders, and organisations, and organise appropriate training with the allocated budget.
- Delivering all outputs for the project as stated by the Wrexham 'Communities and Place Key Fund (See table below).

Project Outcomes	
Increased users of community facilities / amenities	100
Improved Engagement Numbers	200
Number of Volunteering Roles Created	30

- Engage with local residents, businesses, and stakeholders, to identify changing local needs/opportunities and develop new activities and projects to address them.
- Lead on the development of new projects and activities to benefit our communities.
- Collaborate with supporting and statutory organisations to ensure collaboration and synergy with other local developments and priorities, and secure support for local projects.
- Explore new partnerships with local organisations and/or service and activity providers to enable us to engage new audiences and provide new benefits, especially to those who are currently unengaged.
- Fundraise for delivering new projects and manage the budget of ongoing projects in collaboration with the Clerk.
- Support commissioning and management of external contractors related to your projects.
- Facilitate working groups of local partners on specific projects and/or activities.
- Provide regular updates and progress.
- Collate and record all relevant data and project records for the benefit of monitoring & evaluating project delivery.
- Maintain all relevant project documentation related to your ongoing projects.
- Collaborate closely with the Community Council, sub committees & staff.
- Provide support as required for local community organisations, clubs, groups etc.
- Support local community organisations to recruit new volunteers and explore training and personal development opportunities for them.
- Explore and develop a long term vision and strategy for local community development, and actively work to develop a project and secure funding to deliver it over the next 3-5 years – including funding to extend your own role.
- Assist with promotion of Council Activities.
- Any other reasonable duty

The Officer will be employed by Cefn Community Council and will be accountable to the Community Development Committee & Full Council through the Council Clerk. He/she will also be supported and supervised by an experienced Mentor, who will also be supporting the drive for developing a longer term post.

Personal Specification:

	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> Level 3 qualification OR 2 years equivalent experience in a relevant field (e.g. Project Management, Community Development) 	<ul style="list-style-type: none"> Degree level qualification in an appropriate field. Project Management Qualification
Knowledge / Experience	<ul style="list-style-type: none"> Experience of leading the development and delivering of successful community led projects. Experience of completing successful grant application forms and acquiring funding. Experience of working with a wide range of partners and stakeholders. Experience of engaging and working with a wide range of people, communities, and audiences. Experience of developing / participating in community projects yourself (as a professional or volunteer). 	<ul style="list-style-type: none"> Local knowledge and understanding of the Cefn Community Council Area Experience of managing project finance Experience of organizing a calendar of events/ workshops/ open days. Experience of writing press releases and communicating with the media Experience of publishing and distributing publicity materials. Experience of using social media for promoting activities Experience of commissioning work An understanding of issues relating to poverty, social exclusion and loneliness.
Skills	<ul style="list-style-type: none"> Excellent oral and written communication skills The ability to Cefn Community Council intelligently and confidently in external networks. Good IT and digital skills for the purpose of the post. Ability to solve complex problems. The ability to work flexibly and to perform well under pressure. Possess self-motivation, the ability to work on your own initiative, and use your time effectively. Willingness to receive relevant training as required. 	<ul style="list-style-type: none"> The ability to work through the medium of Welsh. Possess a current valid driving license and use of a vehicle. Community development / community work skills
Attitude	<ul style="list-style-type: none"> Enthusiasm for seeing the prosperity of the initiative for the benefit of the community and area. A positive 'can do' attitude. 	

Note: *If you do not meet all the above criteria, you are still welcome to submit an application. There is a personal development budget available to support the right applicant to gain additional skills & knowledge if required, and there is also mentoring support available from and experienced Community Development Practitioner that we have a long-standing working arrangement with.*

Applications:

Closing Date: 22nd of December 2023.

A CV of no more than 4 pages should be submitted along with a covering letter (max 2 pages) to the Clerk Trina Nichols-Smith at clerk@cefncommunitycouncil.gov.uk

If you want a further chat about the opportunity, please contact Deio Jones at deio_j@hotmail.com.