

JOB DESCRIPTION

Job Title	: Development Manager – CRT Support (Wales)
Reporting to	: Senior Operations Manager (Wales)
Supervision/Management of people	: Small team
Based at	: Aneurin Bevan House, Tredegar
Delivery Areas	: Trust programmes
Salary	: £46,337
Benefits	: Contributory pension, generous holiday entitlement and wellbeing offer

Purpose of the Post

To lead the strategic and operational delivery of CRT's Support programme in Wales, supporting community led regeneration by strengthening the capacity, resilience and sustainability of Voluntary, Community and Social Enterprise (VCSE) organisations, across former coalfield communities.

The post-holder will design and deliver a high-impact programme of investment and support, enabling community organisations to sustain and develop community assets, provide accessible spaces for services, and strengthen social connection within communities.

The role is accountable for the effective management of funding programmes, including Welsh Government funded investment, ensuring resources are deployed strategically to: maximise community impact, support organisational development, and enable long-term asset sustainability. The role will ensure delivery against agreed outputs, outcomes and investment profiles.

As a recognised lead in community asset transfer and asset development, the post-holder will lead CRT's work in this area, working with communities, public bodies and partners to provide the expertise, coordination and capacity required to deliver complex and often intensive asset transfer projects.

To lead a small team, to ensure high-quality programme delivery, strong performance management and effective partnership working, translating strategic priorities into measurable outcomes and positioning CRT as a trusted partner and system leader in community-led regeneration.

To support quality, which is embedded in the management system to national and international standards and regulations, by complying to established processes. To review and update programme policies and procedures annually and ensure they remain fit for purpose; suggesting changes to the Senior Manager, where not a custodian as per Document Control.

Key Responsibilities:

Programme Development

- Lead the design, development, and continuous improvement of CRT's Support programme in Wales, in response to community need, ensuring alignment with organisational strategy and Welsh policy priorities.
- Identify emerging opportunities to strengthen programme impact, sustainability, and reach across coalfield communities.

Programme Delivery & Performance

- Oversee the effective high-quality delivery of programme activity, ensuring achievement of agreed outputs, outcomes, and investment profiles.
- Monitor performance against targets, taking corrective action where required to ensure delivery remains on track.
- Ensure robust systems are in place for data collection, monitoring, and evaluation to evidence programme impact.
- Lead the management of funding programmes in Wales, including Welsh Government funded grant programmes.
- Ensure all funding is allocated and managed in line with programme objectives, compliance requirements, and financial controls.
- Oversee assessment, approval, and monitoring processes to ensure investment delivers maximum community impact and sustainability.

Community Asset Development & Community Ownership

- Lead CRT's work on community ownership (including community asset transfer) and community asset development across Wales.
- Provide expert guidance and coordination to support complex asset transfer projects.
- Work with communities, public bodies, and partners to ensure assets are sustainable, well-governed, and deliver long-term benefit.

Organisational Capacity Building & Support

- Ensure the CRT Support programme in Wales strengthens the capacity, resilience, and sustainability of VCSE organisations.
- Enable organisations to develop community assets, provide accessible services, and strengthen social connection.

Partnerships

- Ensure the CRT Support team develops and maintains effective partnerships.
- Represent CRT as a trusted partner and lead contributor within community regeneration and asset-based development networks.
- Position CRT as a system leader in community-led regeneration through collaboration, influence, and partnership delivery.

Corporate Contribution

- Contribute to the delivery of CRT's organisational strategy, operational plan, and wider objectives.
- Support reporting to Senior Leadership Team and Board, as required.

Performance Indicators:

- Delivery of agreed programme outputs, outcomes and investment profiles.
- Effective management and compliance of Welsh Government and other grant funding.
- Demonstrable impact on the capacity, resilience and sustainability of supported VCSE organisations.
- Timely and accurate reporting to internal and external stakeholders.
- Effective leadership and performance management of the CRT Support team.
- Development of strong and productive strategic partnerships across Wales.
- Contribution to continuous improvement, policy development and organisational priorities.

Main Requirements of the Post

Line Management – Directly manage and support individual employees or volunteers and work experience placements, overseeing performance, setting and reviewing annual objectives, identifying knowledge gaps and arrange relevant training. To undertake other appropriate tasks within the context of the overall objectives of the post.

Creativity & Innovation – Regular use of creative skills to resolve routine/complex issues encountered, amend existing procedures to comply with new legislation, national/local policy initiatives or fit evolving needs. Be involved in the development of new approaches/procedures/innovative solutions across a range of areas; guided by broad policy objectives.

Contacts & Relationships – Routinely exchange complex information and provide clear explanations/advice on general and specialised matters; tailoring the communication accordingly without lessening comprehension. Use specialist knowledge to identify the best course of action, weighing pros and cons and clearly explaining the reasoning behind the proposed course of action.

The role will involve public speaking to a mixed interest group, providing advice on highly complex matters and resolving conflict.

Situations encountered are likely to involve a certain level of complexity or are contentious. They require influencing skills and being diplomatic in sensitive situations. The outcome of the contact can have significant implications for the contact or service.

Decisions – Set guidelines for others to follow e.g. new policies, which will have significant effect on internal operations and decide significant changes to service provision. Prioritise work and resolve the majority of problems encountered within the role, only referring problems which are very difficult, unusual or require specialist input.

Identify ways in which existing processes can be improved and recommend in writing significant changes, which would likely alter the characteristics of service delivery and/or impact on Trust wide initiatives.

Manage the implementation of service changes and fundamental changes to Trust policy/strategy; including monitoring, reviewing and determining the effectiveness of the change.

Resources – Accountable for the use and safekeeping of data systems, maintaining adequate data protection measures and ensuring confidentiality is observed at all times.

Work Demands – On a daily basis switch from one task to another. These switches can result in a significant change in tasks. Regularly resolve conflicting priorities/resource needs.

Knowledge & Skills – Detailed level of knowledge and skills in a specialist discipline to undertake a variety of advanced tasks including community development and asset transfer.

Knowledge and understanding of inequity and the issues facing disadvantaged communities is required along with a flexible and adaptable approach to work.

Proven experience in successful programme and project management and awareness of current

policy and funding regimes and how these are delivered at regional and local levels.

Authorities of the Post

The CRT's Senior Leadership Team has assigned authorities' for all roles. These authorities are detailed in a separate authorities log and applicable policies and procedures.