

JOB DESCRIPTION

Job Title	: Development Officer – Cefn Golau
Reporting to	: Development Manager – CRT Place
Supervision/Management of people	: N/a
Based at	: Community House, Cefn Golau, Tredegar
Delivery Areas	: Cefn Golau, Tredegar
Salary	: £32,572 pro rata
Benefits	: Contributory Pension, Generous Holiday Allocation, Wellbeing Offer

Purpose of the Post

The role of the Development Officer Cefn Golau is to support the work of Cefn Golau Together (CGT). Capacity building by collaborating with partner organisations and stakeholders to address gaps in provision and build social capacity. It requires the development of partnership working to support the delivery of local activities and services.

This role will involve:

- Working alongside: CGT; the Building Communities Trust Invest Local Officer; residents; volunteers; groups; stakeholders; and partners, to support the implementation and delivery of the key priorities outlined within the Cefn Golau Driving Change Plan.
- Managing and overseeing the operation of a community venue.
- Drafting funding applications and completing monitoring requirements.
- Conducting engagement activity with the local community, utilising an asset based community development approach.
- Developing and assisting delivery of CGT projects.
- Developing a volunteer base to sustain community activities and services within Cefn Golau, beyond the lifetime of the Driving Change Plan.
- Recruiting and supporting volunteers.
- Admin, purchasing and financial record keeping.
- Making a positive contribution to the area, the team and our values.

To contribute towards the delivery of the Coalfields Regeneration Trust's (CRT) strategy; Wales Delivery Plan; and overall objectives, by supporting and delivering CRT activities that respond to the challenges that exist in former mining communities; linking people to available support and other opportunities.

To support quality, which is embedded in the management system to national and international standards and regulations, by complying with established processes.



Main Requirements of the Post

Creativity & Innovation – Occasional use of creative skills to resolve routine issues encountered within the role and assist in the development of new approaches/procedures within own work area; interpreting general guidelines when required.

Contacts & Relationships – Routinely exchange straightforward information and provide clear explanations/advice on general matters; tailoring the communication accordingly without lessening comprehension.

Reason for the contact may involve duties of an advisory nature on non-complex issues and raising awareness/sharing information through occasional public speaking/presentations to mixed interest groups. The outcome can have a noticeable effect on the person, service or organisation contacted.

Decisions - Make decisions from established alternatives within clearly defined controls/procedures for programme delivery, which will have a limited effect on the service. Prioritise work and resolve the majority of problems encountered within the role, only referring problems which are very difficult, unusual or require specialist input.

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 - Able to on rare occasions switch from one task to another in a different area of work and resolve conflicting priorities/resource needs.

Knowledge & Skills – Possess a good standard of practical knowledge and skills to undertake a range of tasks involving the application of readily understood controls, procedures and processes.

Authorities of the Post

The Trust's Senior Management Team have assigned authorities for all roles. These authorities are detailed in a separate authorities log and applicable policies and procedures.