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YMCA SWANSEA

JOB DESCRIPTION

POST TITLE: Community Development Officer

LOCATION: Hybrid/Clase

RESPONSIBLE TO: CEO YMCA Swansea and Clase4All Committee

HOURS: 37.5 hours per week (FT) or 2 x 18.75 hours per week

SALARY: £27000 pa (full-time or pro rata)

FIXED TERM: until March 2028 (subject to 3 months probationary period)

Closing Date For Applications: 5pm Friday May 30th 2025

Background:

Invest Local is a Big Lottery funded, 10-Year initiative targeting 13 deprived communities in Wales. The community of Clase in Swansea, is one of the thirteen communities chosen to receive 1 million pounds over a 10-Year period. Invest Local will be completed by 2028. The Community is now ready to move into the next phase which will be the delivery of the projects and finalising all funding allocation. The Community recognises that to derive optimal benefits from each project it is essential to appoint a Community Development Officer who will be employed by Swansea YMCA yet directly responsible to the Community Forum Clase4All. The successful candidate will have a remit to help drive projects as well as address the key priorities of:

- Environment and physical appearance of Clase
- Community Hub Space
- Community Engagement for wellbeing
- Community Safety

You will be legally employed by YMCA Swansea to work with Clase4All. Your place of work will be within the Clase community with the support of YMCA Swansea team.

Duties

1. To adopt an Asset Based Approach to Community Development.
2. To map the existing local services and activities in the local community and wider area of Swansea. To Engage effectively with residents in the local area and continuously assess priorities in order to promote further well-being.
3. Build and maintain positive relationships with residents, local service providers, relevant Businesses / Employers (both within and outside the Community) and all other stakeholders to ensure a coordinated and connected approach.
4. Be Responsible for developing and supporting the delivery of local partnership initiatives, priorities and projects
5. To collect evidence and report appropriate monitoring and outcomes data as and where required by the Invest Local partnership and/or other stakeholders
6. Assist connect community activity to good practice and networks that may support its development, ambitions and sustainability.

7. Communicate the vision and objectives of Clase4All to residents and work with them positively towards achieving shared goals.
8. To support residents, volunteers and local groups to deliver and develop high quality, sustainable projects as identified through consultation and Driving Change Plans.

Main tasks:

- To get to know the local area well: Identify and map community assets through the Invest Local Steering group, focus groups, workshops, community engagement events, liaising with local retailers /businesses / employers and public services/partners etc.
- To support residents, volunteers and local groups to deliver and develop high quality, sustainable projects as identified in the consultation.
- Communicate the vision and objectives of the Forum to local residents and work with them positively towards achieving shared goals
- Strengthen networks within Clase and enable connectivity to networks outside of the community to share good practice and learning
- Promote the range of health, wellbeing, regeneration and other activities so that local people may connect to them, and to one another.
- Support local residents to develop a range of projects which benefit people in the local area, in line with the Driving change Plans
- Use local knowledge and co-ordinate local skills to ensure that delivery mechanisms are fully representative of local people and their priorities are being addressed effectively.
- Endeavour to recruit, coordinate, support and develop a network of volunteers who will help to deliver the vision and priorities of Clase4All and
- work with residents and volunteers to develop a sustainable volunteer base, encouraging resident ownership, leadership and develop local capacity.
- work collaboratively with the Community Forum to ensure a cohesive and joined up approach to achieving community ambitions.
- Undertake relevant administrative tasks to support Asset Based Community Development and to comply with requirements of evaluation and monitoring.
- Manage a small budget where required, and keep appropriate records.
- Provide both verbal and written updates and reports as required in order to represent accurately the development of the Project work / activities within the community.
- work within relevant governance guidelines.

The successful candidate(s) will

- Be available to work flexibly as the role will include the need to work weekend, evening and possibly bank holidays at times.
- Be willing to undertake training and development related to the post and the work of the Invest Local programme.

- Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by your line manager.
- At all times represent the Invest Local Steering Group Clase4All in a professional, positive and informed manner at all times, whether engaging with members of the public, staff and volunteers, partnership organisations, or any other supporters.

Person specification

The skills, knowledge, qualifications and experience listed here are requirements of the role and are assessed at different stages of our recruitment and selection process. Use this information to help you write your covering letter.

| Qualifications | Essential | Desirable |
|---|-----------|-----------|
| Degree in Community Development, Regeneration, Social Policy or similar relevant discipline | x | |
| Drivers licence (full/valid) | x | |
| Experience | | |
| Previous practical 'hands on' community project/development experience | x | |
| experience of working in a specific community development role | | x |
| Experience of community engagement and engaging hard-to-reach groups | x | |
| Working with a range of stakeholders on issues such as strategic planning, priority-setting and performance management | | x |
| Ability to research and report-writing skills and the ability to interpret or present data and write case studies | x | |
| Ability to construct and deliver presentations | x | |
| fundraising – experience of accessing funds | | x |
| Experience of facilitating and recording /minutes meetings | x | |
| Experience of organising and running events | x | |
| Marketing/promotion such as writing copy | | x |
| Knowledge | | |
| Understanding of, and commitment to, Asset Based Community Development | x | |
| Clear understanding of public/private and third voluntary sectors and how they work and inter-relate | | x |
| Understanding of Social and other Issues affecting communities affected by multiple deprivation and/or long-standing communities experiencing changes | | x |
| Knowledge of the area | | x |
| Skills | | |
| Good listening skills and excellent communication | x | |
| advocacy and networking skills | x | |
| interpersonal and team-building skills | x | |
| creative thinking and problem-solving ability | x | |
| influencing and negotiating skills | x | |
| IT and social media skills | x | |
| Time management skills | x | |
| An ability to speak Welsh | | x |



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Attitudes and behaviours

Thinking Style

Uses creativity to unblock barriers. Good use of initiative and intuition. Flexible and adaptable in style. Drive and motivation. Evidence of interest to learn and succeed.

Working with others

Good at relationship and network building. Ability to handle challenging interpersonal situations and potential conflict. A welcoming and approachable style. Able to build positive working relationships with people from all walks of life. Ability to work independently. Ability to inspire and support others through change.

Well-being and Values

Has an understanding of people's abilities and aspirations. Understanding of and commitment to Equality, Diversity & Inclusion.

Time management

Organisational skills – being able to plan ahead, meet deadlines whilst also able to work in a constantly changing environment. A flexible approach to working hours, working outside normal hours when required. Ability to prioritise and work under pressure.

Transport

This post is nominally based at Clase Community Centre although your place of work will vary and may include attending meetings outside of the immediate area as well as homeworking and YMCA Swansea. Candidates must be able to drive, have access to a suitably insured and legal vehicle or be able to travel independently. Mileage/travel costs will be reimbursed according to YMCA Swansea travel policy.

Duties must be carried out in compliance with YMCA Swansea's policies which include Employee Code Of Conduct, Performance, Whistleblowing, Safeguarding and Equality and Diversity Policies. Any offer of employment is subject to 2 satisfactory references and an enhanced DBS check.

This role profile contains the principal accountabilities relating to this post and does not describe in detail all the duties required to carry them out.

There will from time to time be a variation of duties depending on organisational and partnership needs. This role is available as a job share. Please indicate your preference in your covering letter when applying.



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To apply please forward your CV and covering letter to:

Richard Williams

YMCA Swansea, 1 Kingsway, Swansea. SA1 5JQ

recruitment@ymcaswansea.org.uk

The covering letter should act as a supporting statement as to your suitability for the role of Community Development Officer, specifically addressing your fit with the role specification.