

Job Description

Job Title:	Community Engagement and Development Officer
Reports to:	Wales Development Manager
Location:	Pontypridd - office based with regular travel to Abercwmboi and other coalfield communities in South Wales
Salary:	Starting salary £23,453 (30 hours pw)
Job type:	Fixed-Term, 18 Months
Full/Part Time	Part-time 30 hours a week

Job Purpose

To support mining charities in CISWO's Wales region, with the provision of guidance and support regarding sustainability, business planning, funding and good governance.

The Community Engagement and Development Officer will coordinate and support the development of community projects, one being a focused heritage lottery funded project. The project will include the progression of a feasibility study and community engagement activities. The role involves building strong partnerships with stakeholders, facilitating trustee and volunteer recruitment, and promoting good governance.

Key Responsibilities

- Develop local partnership working with other voluntary sector organisations and local communities.
- Assist with the preparation of business plans and ensure any relevant findings from community consultations are integrated into the action and business plans.
- Facilitate the recruitment and training of local trustees and volunteers, encouraging good governance and wider community involvement.
- Support the progression of feasibility studies.
- Collaborate with external consultants, partnerships and all stakeholders to gather information and support the projects objectives and developments.
- Organise and deliver community consultation events and workshops.
- Build and maintain strong relationships with local residents, community groups, and stakeholders, promoting forward thinking collaborative partnerships.

- Maintain communication with funders and being responsible for operational project outputs.
- Assist in developing and distributing promotional materials to engage communities and to raise awareness of the projects being delivered.
- Oversee the day to day coordination and operations of projects, ensuring smooth project delivery.

Skills/Qualifications/Experience**Essential:**

- Experience of supporting charities and third sector organisations to develop business plans and to help identify funding opportunities.
- Experience of applying for funding on a national, regional, or local level.
- Proven experience of working in the charity sector with a good understanding of governance requirements and the challenges facing charities and the sector.
- Experience organising and facilitating community events, workshops, or consultations to gather input and feedback.
- Experience with volunteer and trustee recruitment and training, as well as supporting governance structures like trustee boards.
- Experience co-ordinating community or heritage projects, with a strong understanding of monitoring and reporting. Including overseeing day to day operations, ensuring tasks are completed on time and within budget.
- Strong organisational skills and the ability to manage multiple activities simultaneously.
- Experience in building and maintaining partnerships with external consultants, local groups, funders, and public bodies, ensuring productive collaborations.
- Experience developing and distributing promotional materials, such as newsletters, brochures, or digital content to engage communities and raise project awareness.
- Strong interpersonal skills, with a track record of working with diverse groups, facilitating discussions, and handling sensitive feedback.
- Excellent written and verbal communication skills, with the ability to report progress effectively to different audiences.
- Ability to be self motivated with a 'hands on' approach to work, including good personal organisational and time management skills.
- A valid driving licence and own transport with the flexibility for some travel.

Desirable:

- Experience of supporting mining charities
- Basic knowledge of the Welsh language is desirable but not essential.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job.