



Grŵp Cynefin

Mwy na thai • More than housing



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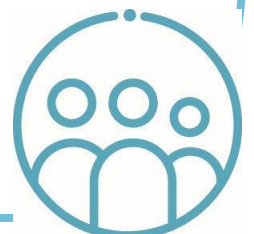


GWYNT Y MŌR

APPLICANT INFORMATION PACK

PROJECT CO-ORDINATOR – Y SHED

MAY 2019



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1. Welcome

Dear Prospective Applicant

Project Co-ordinator – Y Shed
Fixed Term Contract for 2 years
35 hours per week
Location – Y Shed, Meliden

Thank you for enquiring about the above post, enclosed is the information pack for your attention.

Remember to include all the relevant information taking into consideration the requirements as noted in the personal specification.

1. Please read the personal specification carefully.
2. Please complete all sections of the application form.
- 3. Do not include your CV.**

We look forward to receiving your application to be returned by **Midday, Tuesday 28 May 2019** for the attention of the Human Resources Team, Grŵp Cynefin, Tŷ John Glyn, 54 Stryd y Dyffryn, Dinbych. LL16 3BW

If you need more information or further clarification, please do not hesitate to contact Mair Edwards, Community Initiatives Manager (0300 111 2122)

Yours sincerely

Human Resources Team

2. Background

Grŵp Cynefin

Grŵp Cynefin is a charitable housing association established in April 2014 following the merger between Cymdeithas Tai Clwyd and Cymdeithas Tai Eryri. It therefore benefits from over 70 years experience of caring for urban and rural communities and providing services that meet local need across North and Mid Wales.

Following the merger Grŵp Cynefin employs over 200 staff and the value of their assets is approximately £300M. The Association operates from the main offices in Llangefni, Penygroes, Denbigh and Bala and provides excellent services to 4,500 homes.

As well as providing a wide range of housing services that meet local needs in rural and urban communities in North Wales, Grŵp Cynefin also runs a variety of community initiatives to support the tenants.

The Community Initiatives Team

The Project – Y Shed comes under the Community Initiatives Team which is part of the Community Services Department. The Project Co-ordinator will work directly with the Community Initiatives Manager.

17 members of the Community Initiatives team all contribute to the 'More Than Housing' element of Grŵp Cynefin and work to ensure that our communities are pleasant places to live and sustainable in the long term.

More information?...

Visit our website

www.grwpcynefin.org

3. Job description and Personal Specification



Grŵp Cynefin

Mwy na thai • More than housing

PROJECT CO-ORDINATOR – Y SHED

Department:	Community Service
Directly accountable to:	Community Initiatives Manager
Directly responsible for:	Staff and volunteers
Job location:	Y Shed, Meliden

JOB PURPOSE:

- Taking responsibility for the management of the scheme Y Shed.
- Ensuring a high quality of service by promoting Y Shed and all its activity for the benefit of the community so that Grŵp Cynefin excels.
- Achieve objectives and targets of Y Shed.
- Act as a co-predator between all partners and agencies involved in Y Shed.
- Managing Y Shed staff and volunteers.

KEY RESPONSIBILITIES:

1. Formulate and review a sustainable business plan for Y Shed.
2. Develop and co-ordinate daily activities.
3. Manage the Centre's staff / contractors and partners and ensure effective team working.
4. Overall management responsibilities and provision and programming of day-to-day activities.
5. Co-ordinate and support activities between partners, such as the café and business units to ensure that the main objectives of the projects are fulfilled.
6. Ensure effective monitoring and evaluation to capture all outcomes and meet the requirements of funders.
7. Liaise with statutory and voluntary organisations working with the local community and work towards establishing partnerships to tackle disadvantage within the community.
8. Develop a marketing plan and programme of activities that increase the use of the Centre.
9. Develop and co-ordinate an effective and robust Management Committee.
10. Carry out essential checks to meet the health and safety requirements of partners, visitors and staff. In particular, the fire safety checks and evacuation drills.
11. Report repairs, monitor response times and take responsibility for follow-up to ensure that time targets are met.
12. Take advantage of funding opportunities to further develop and ensure the sustainability of the project.
13. Recruit and manage volunteer.
14. Co-ordinate a programme of activities for Y Shed.
15. Produce and report regularly to the Management Board/Committees and the Management Team.
16. Promote the work of Y Shed within the community and encourage a positive public image using a variety of innovative approaches.
17. Provide support and advice to co-workers in the context of Y Shed.
18. Develop a heritage programme to promote the centre amongst schools and visiting groups.
19. Securing additional income through the development of community-based activities.
20. Develop a partnership with the Tourism Board and partners to promote visitors.

CORPORATE RESPONSIBILITIES:

Service Delivery	<ul style="list-style-type: none">• Complete the work to a high standard, on time and within budget.• Respond to internal and external customers promptly and professionally.• Provide advice and support to colleagues and customers.• Present regular reports within the responsibilities of the post.• Comply with all policies and any relevant legislation.
Performance	<ul style="list-style-type: none">• Contribute towards successfully achieving Key Performance Standards.• Work towards the aims and objectives of Grŵp Cynefin and support the development of a high performing organisation• Work with the Community Initiative Manager to monitor the Team's performance identifying, intervening and acting as required
Policies and Processes	<ul style="list-style-type: none">• Work in accordance with all Grŵp Cynefin policies and processes.• Ensure that policies and processes are consistent with legislative and regulatory requirements and good practice.• Review and suggest improvements to policies to support continuous improvement.
Finance and Budgeting	<ul style="list-style-type: none">• Contribute to effective budget management
Other	<ul style="list-style-type: none">• Represent Grŵp Cynefin effectively outside the organisation by demonstrating a positive professional image at all occasions.• Commitment to tenant participation in all aspects of the work.

The above Job Description is not a fully comprehensive list of the duties and responsibilities of the job.

There is a requirement to undertake other duties within the post's salary scale from time to time in discussion with the Manager.

The job description will be reviewed regularly and in accordance with the requirements of the service.

Any proposed changes will be discussed with the post holder.

PERSONAL RESPONSIBILITIES:

Act in accordance with the values of Grŵp Cynefin

Respect	Work towards integrity in an open, honest and transparent way by ensuring accountability to tenants, the wider community, customers and colleagues.
Excel	Focus on the customer, and seek value for money by committing to meet our customers' needs, including everyone's own responsibility for excelling in their position by exceeding expectations, learning from mistakes and celebrating successes.
Accomplish	Commitment to the success of the organisation and contribute to community achievements. Have a clear vision, and ambitious targets and leadership, together with efficiency, determination and a duty to keeping promises. Seize opportunities and achieve sustainable growth and development through innovation.
Cooperation	Work together to achieve common objectives, which are based on shared values. Respect each other and share ideas.
Promote the Welsh Language and Culture	Take pride in the fact that Grŵp Cynefin is an organisation that promotes the Welsh language by answering local housing needs, community development, providing employment opportunities and providing the opportunity to work through the medium of Welsh whilst committing to protect the Welsh culture.
Focus on tenants	Design our services, products and communications to meet the needs and aspirations of all our customers in order to ensure the highest quality of service delivery and promoting an open, honest and consistent relationship with the tenants and other customers.
Innovation	Look for new opportunities, be creative, experimental, and aware of the risks, making the most of technology in an appropriate way. Respond to change. Successfully innovate through strong and effective partnerships.
Sustaining Local Communities	Support and develop sustainable local communities, cultures and identities, as an integral part of the work. Be aware of the environment and sustainability.

Ensure the confidentiality, security and integrity of data
Promote and operate in accordance with the Health and Safety Policy
Promote equality and diversity in all aspects of the work.

MAIN JOB CONTACTS:

Internal: Every member of staff

External: Customers, business units, cafés, suppliers, local community groups, housing associations, funders, local businesses, press, companies and service providers etc

NORMAL WORK ENVIRONMENT:

- Work at a desk in an office.
- Office Hours including anti-social hours and to work one weekend in four
- Travel to meetings / training

**PERSON SPECIFICATION
PROJECT CO-ORDINATOR – Y SHED**

All criteria are essential unless specified desirable

Education and Qualifications:

A Level (2+)
NVQ Level 4
City & Guilds Level 4
HNC
or relevant experience

Professional Experience:

Experience of dealing with the public/external agencies by telephone and face to face
Experience of fundraising from various sources
Experience of managing staff/volunteers

Skills and Information:

Commitment to the principles of Community Development
Knowledge and understanding of the third sector area
Be able to work well as part of a team
Have strong problem solving skills
Able to use Information Technology to carry out the work
Full current driving licence (Desirable)

Good communication skills through the medium of Welsh and English (spoken and written) **(Desirable – Non-Welsh speaking applicants will be considered providing they commit to learning Welsh to a particular standard within a specific time.**

Leadership and Management:

Be able to work effectively with a focus on outcomes
A commitment to providing excellent customer services
Have a style to work collaboratively
Experience of managing a small team of staff

Summary of Terms and Conditions PROJECT CO-ORDINATOR – Y SHED	
Contract Type:	Fixed Terms for 2 years
Salary:	Band D, Point 1 – 5, £24,357 - £27,413 The post is offered at the lowest point of the band. Salary is paid on the 20th of each month
Holidays:	30 days per year plus the statutory bank holidays and the period between Christmas and the New Year.
Travelling:	Occasional car user
Pension:	Grŵp Cynefin offers pension provision through the Social Housing Pension Scheme (SHPS)
Probation:	6 months
Working hours and organisation of work:	35 hours per week Office hours including anti-social hours and to work one weekend in four Flexi scheme implemented.
Sick Pay:	Occupational sick pay scheme implemented.
Special Absences:	5 days paid pro rata in any 12month period to care for specific dependents 2 days paid pro rata to marry, move house, divorce. Reasonable time credit for medical appointments. Up to 10 days pro rata with pay on the occasion of bereavement. Pro rata up to 3 months with pay to care for a close relative with a terminal illness.

3. How to apply for the post

Complete the enclosed application form and return it for the attention of the Human Resources Team, Grŵp Cynefin, Grŵp Cynefin, Tŷ John Glyn, 54 Stryd y Dyffryn, Dinbych, LL16 3BW or e-mail a copy of your application form to swyddi@grwpcynefin.org

4. Equal Opportunities Statement

Grŵp Cynefin accepts the legal requirements of the Equality Act 2010 along with other legislation and its implications.

Procedures are in place to overcome direct and indirect discrimination.

Grŵp Cynefin's policies are regularly monitored and reviewed to ensure that individuals are treated fairly.

5. Equal Opportunities and Diversity Monitoring Form

We kindly ask you to complete the enclosed Equal Opportunities and Diversity Monitoring Form and return it with your application.