



## **Job Description**

### **Community Connector - Sustaining Grassroots Empowerment Project**

**Location:** Riverside, Cardiff

**Reporting to:** Project Lead, Sustaining Grassroots Empowerment Project

**Salary:** 23,660.00 pro rata (depending on experience, plus 5% employer contribution to pension)

**Hours:** 14 hrs per week (Flexible) based in Riverside

**Term:** Funded until August 31<sup>st</sup> 2026, with potential to extend.

**Annual leave:** 28 days Annual Leave and Bank Holidays pro rata

#### **Purpose of the role:**

The Sustaining Grassroots Empowerment Project aims to strengthen civic engagement of people who have migrated to Wales by amplifying their voices and ensuring they have accessible opportunities for meaningful involvement in informing and influencing the structures affecting their lives.

The Community Connector roles are a continuation of an approach taken during 'Phase 1' of the Sustaining Grassroots Empowerment Project that was delivered between 2020-2022. The main purpose of the role is to identify, build relationships and work directly with individuals, interest groups and communities that have lived experience of migration within Cardiff.

The aim being to support the development of a 'Migrant Community Engagement Strategy' and continue to implement the 'Policy Influencing Model' to facilitate a series of engagement and participatory activities/actions. And to increase opportunities for their needs to be highlighted, voices to be heard and increased civic participation within Local Authority/Welsh Government policy reviews and consultation processes.

Possessing an understanding of the needs, challenges and realities facing migrant individuals, groups and communities within Cardiff is necessary for this role. In addition to this the following is required; experience of facilitating engagement, consultation and participatory processes and working in a grassroots organisation, or with a grassroots approach to delivering systemic change for individuals, groups and communities.

#### **Specific duties and responsibilities:**

- Contribute to the development of a 'Migrant Community Engagement Strategy' to understand the strengths and challenges of the migrant community in Cardiff to exercise civic powers and participate in policy influencing, review and consultation processes.
- Facilitate a series of events to engage with a wide range of groups from migrant and refugee communities. The main purpose being to engage in key Welsh Government strategies/policy reviews and consultations at a point where they can feed into policy development/decisions, and influence change. These groups include but are not limited to; youth (11 +), local parents, people with disabilities, people with English as a second or additional language, and people who feel they have additional barriers to engagement that were further impacted by the pandemic, and the ongoing cost-of-living crisis.
- Proactively engage with elected members to increase migrant community voices in review and consultation processes and highlight needs, challenges and aspirations.
- Support the emergence and development of Migrant Led Peer Support Networks
- Stay up to date on the latest Welsh Government policies/reviews and strategies, and consultation opportunities.
- Support and contribute to the production of co-produced review and recommendations in response to approx 10 Local Authority/Welsh Government policies, reviews, consultations and strategies.
- Contribute to the drafting of responses, ensuring that they are easily accessible to the public, shared with the individuals, groups and communities that contributed to the process and share on social media platforms and networks.
- Undertake outreach work to promote the project and develop partnership work with public sector stakeholders, community groups individual community members and other like-minded organisations.

**SRCDC shared responsibilities:**

- Carry out other duties and activities as may reasonably be required in order to support colleagues in achieving shared goals.
- Actively engage in individual and team professional development activities.
- Carry out the responsibilities of this role in a resource efficient manner.
- Adhere to SRCDC's policies and practices, and actively support and promote SRCDC's vision, mission and objectives.

**Personal Specification:**

Key Areas	Essential	Desirable
Education & Qualifications	Further education qualification or equivalent (Level 3) – or demonstrable relevant professional experience.	Qualification relevant to the voluntary/public sector.  Facilitation/Participation qualification
Skills/Training	<p>Facilitation experience and Community Engagement knowledge and skills.</p> <p>Experience of developing consultations/workshops with individuals and community groups.</p> <p>Experience of working with “marginalised” individuals and/or community groups.</p> <p>General understanding of the needs, challenges and realities facing migrant individuals/communities and groups within Cardiff.</p> <p>Good communication skills; able to articulate and present ideas in clear coherent way both oral and written.</p> <p>A basic understanding of Local Authority/Welsh Government processes and practices.</p> <p>Good computer skills (Word, Outlook, Excel).</p>	<p>Evidence of continual learning/professional development.</p> <p>Evidence of published written work such as reports/articles etc.</p>
	Knowledge of the voluntary sector and experience of engaging	

	<p>with groups and organisations.</p> <p>At least 1 years working/volunteering with the voluntary sector, or public sector</p>	Basic Understanding of Community Development Practice and Principles.
Qualities/Strengths/Skills	<p>Be an effective listener.</p> <p>Approachable and welcoming.</p> <p>Have a 'Can Do' approach.</p> <p>Ability to maintain confidentiality of sensitive information.</p>	Ability to speak another language (not a requirement of the role).
Attitude and Approach	<p>To be positive, proactive and to work as an active team member within SRCDC.</p> <p>To show flexibility and demonstrate a solution focussed approach to challenges and problem solving.</p> <p>Commitment to Equality of opportunity and non-discriminatory practice.</p> <p>Demonstrable willingness to be hands on when necessary.</p>	
Personal Circumstances	Able to work occasional evenings and weekends as required	