



Job Description

Project Lead - Sustaining Grassroots Empowerment Project

Location: Riverside, Cardiff

Reporting to: Operations Manager

Salary: £30,000 pro rata (depending on experience, plus 5% employers contribution to pension)

Hours: 21 hrs per week (Flexible)

Term: Funded until August 31st 2026, with potential to extend.

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

Purpose of the Job

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.

This role has been developed following 'Phase 1' of the Sustaining Grassroots Empowerment Project that was delivered between 2020-2022. The main purpose of the role is to act as a 'bridge' between political and council representatives (local and national), the Community Connectors employed as part of this project and the migrant communities they work with and who's interests they promote.

The aim being to develop 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 Local Authority/Welsh Government policy reviews and consultation processes is necessary for this role. In addition to this the following is required; experience in developing training programmes, consultation, participation and engagement approaches and working in a grassroots organisation, or with a

grassroots approach to delivering systemic change for individuals, groups and communities.

Specific duties and responsibilities:

- Work with key partners, including Bevan Foundation, to develop a comprehensive 2-month initial training programme for Community Connectors covering digital literacy, report writing, poster design, marketing, monitoring and evaluation, activism/organising training and social media training.
- Lead on 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.
- Continue to implement the policy influencing model, experienced via 'Phase 1' through which recommendations from SRCDC/Bevan Foundation consultations were (in some cases) 'lifted and shifted' into Welsh Government policy review recommendations.
- Work with Community Connectors to plan and 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.
- Actively support the emergence and development of Migrant Led Peer Support Networks
- Capitalise on our links with interpreters, creches, groups in our centre and our partner networks, local knowledge, flexibility and awareness of how to create safe spaces to remove barriers to engagement and ensure a wider range of people's voices are feeding into local/ Welsh policy and civic life.
- Stay up to date on the latest Welsh Government policies/reviews and strategies, and consultation opportunities.
- To act as a bridge to connect migrant individuals/groups, Community Connectors, local and national elected members/officials in the political arena and wider cross sector stakeholders in a way that can influence systemic change.
- Lead on the production of co-produced review and recommendations in response to approx 10 Local Authority/Welsh Government policies, reviews, consultations and strategies.
- Ensure that these responses are easily accessible to the public, submitted to Local Authority/ Welsh Government and disseminated to relevant public sector stakeholders and are available to view via our website and shared on social media platforms.
- Create a volunteer community connector profile and recommendations for Phase 3 of this programme.

- Identify funding development opportunities to continue work (Phase 3).
- Direct line management of two paid members of staff (Community Connectors), implementing HR support structures, delegated responsibilities, individual staff work plans and supervision.
- Network 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.

Key Areas	Essential	Desirable
Education & Qualifications	Degree or further education qualification or equivalent – or demonstrable relevant professional experience.	Qualification relevant to the voluntary/public sector. Leadership or project management qualification.
Skills/Training	Project management knowledge and skills. Experience of developing training programmes for community groups. Experience of working with “marginalised” community groups on projects that serve to amplify their voice with the purpose of informing/influencing government policy (this could be at local or national level). Good understanding of the needs, challenges and realities facing migrant	Evidence of continual learning/professional development. Evidence of published written work such as reports/articles etc. Experience of successful bid writing and of income generation.

	<p>individuals/communities and groups within Cardiff.</p> <p>Excellent communication skills; able to articulate and present ideas in clear coherent way both oral and written and act as a credible ambassador for the charity.</p> <p>A good understanding of Local Authority/Welsh Government processes and practices.</p> <p>Good computer skills (Word, Outlook, Excel).</p>	
	<p>Knowledge of the voluntary sector and experience of developing partnerships.</p> <p>Proven work record demonstrating high level of responsibility, including reporting to funders and managing funder relations.</p> <p>Experience of managing staff, projects and budgets.</p> <p>At least 3 years working within the voluntary sector, or public sector</p>	<p>Have worked within or with local authority/ Welsh Government.</p> <p>Experience of being a trustee.</p> <p>Good understanding of Community Development Practice and Principles.</p>
Qualities/Strengths/Skills	<p>Ability to influence and persuade and build productive relationships and contacts within the third sector and public sector.</p> <p>High level organisational delivery skills</p>	<p>Ability to speak another language (not a requirement of the role).</p>
Attitude and Approach	<p>To lead by example, to be positive, proactive and to</p>	

	<p>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> <p>Proven skills at delegating appropriately</p>	
Personal Circumstances	Able to work occasional evenings and weekends as required	