

Community Micro Enterprise Development Officer (Catalyst)

Job Description

Hours: 37.5 hours per week (including evening and weekend work as required)
Base: Ceredigion (negotiable venue), working remotely from home & community venues and on occasion at our office in Narberth
Salary: £29,000
Term: Initially fixed term up to 31st December 2024

Aim of the Post

To support the development of small community micro enterprises employing local people to offer individualised care and support to people in their communities, across Ceredigion. You will be based in Ceredigion, and the role will spend much of the time out across the county, engaging with local people and communities to develop a flourishing network of local enterprises, which promotes choice, control, and supports people to live well in their homes and communities.

Duties and Responsibilities

To lead and develop the Community Micro Enterprise Project in Ceredigion, alongside existing Pembrokeshire & Carmarthenshire colleagues, through:

- Working closely with local partners to fully understand the demography, geography, structures, assets and challenges in the area
- Building effective working relationships with strategic partners and working closely with the Project Manager and Change Group to ensure the success of the project
- Working effectively with all key delivery partners to plan, implement and deliver the project
- Supporting the development of small and micro community enterprises and ventures
- Providing ongoing support to emerging businesses and community enterprise leaders, including: face to face contact, telephone, email, signposting, information provision and facilitated peer group support
- Actively working with local services and organisations in the public, private, community and voluntary sectors to identify new opportunities for individuals interested in the development of community enterprises
- Identifying and engaging agreed new partners in the light of project development
- Providing regular activity and progress reports to the Project Manager and Commissioning Lead to ensure the effective management of the project
- Ensuring a confidential database of community enterprises and ventures is set up and maintained
- Planning and delivering promotional activity for the project - including use of social and traditional media and the production and distribution of written information
- Integrating activity with other local initiatives at a strategic and community level
- Contributing to the evaluation of the project, including the collection of monitoring information
- Attendance at appropriate training courses, workshops, seminars and conferences to meet identified learning and development needs

Note: Job descriptions are provided to give applicants a broad outline of the activities of the post. We may require other duties to be undertaken which are not necessarily specified in the job description, but which are commensurate with the scale of the post. The job description may be amended from time to time within the scope and level of responsibility relevant to the post

The post holder will be expected to undertake such other duties appropriate to the grade of the post as required:

Person Specification

Qualifications, knowledge, experience	Essential	Desirable
Good standard of education (degree level or equivalent) or ability to demonstrate relevant experience	✓	
An in-depth knowledge and understanding of the statutory health and social care provision within the County	✓	
Knowledge of the strategic context in which social and healthcare innovations operate	✓	
Experience of working with a wide range of organisations, including statutory partners and third sector groups		✓
A good understanding of asset-based approaches to community development and individual well-being		✓
Knowledge and understanding of relevant legislation, in particular the Social Services and Well-being (Wales) Act 2014, and Wellbeing of Future Generations Act.	✓	
Current full driving licence and access to a vehicle for work	✓	
Skills	Essential	Desirable
Able to work on own initiative as an “agile worker” and to organise/prioritise work as necessary to meet deadlines	✓	
Able to see opportunities and connections across sectors and communities and be able to link them up	✓	
Excellent communication, facilitation and participatory engagement skills	✓	
Ability to present information in a range of formats including written reports, verbal presentations, graphs, charts, etc	✓	
Competent user of ICT applications and on-line communication tools and confident enough to use wireless technology in a range of community settings	✓	
Ability to speak and/or write in Welsh to support local communities		✓
Personal attributes	Essential	Desirable
A creative thinker, able to develop innovative ways of achieving individual wellbeing goals	✓	
Able to work with people of all ages and from all backgrounds	✓	
Reliable, well-organised and professional	✓	
A self-starter who is able to work on their own initiative and come up with new ideas	✓	
Prepared to adopt a flexible approach to patterns of work to meet service delivery requirements	✓	
Committed to equalities, Welsh language and safeguarding	✓	
Enthusiastic and committed to the provision of a quality service	✓	
Prepared to contribute to regular supervision and be committed to undertaking appropriate professional and personal development	✓	

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