



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Together for Change Programme Officer</b>
<b>Reports to:</b>	<b>Together for Change Coordinator</b>
<b>Salary:</b>	<b>£ 33,000 starting salary Full time (37hrs per week)</b>
<b>Duration:</b>	<b>Fixed contract until 31<sup>st</sup> August 2025</b>

### **Background and Purpose of Post:**

Together for Change (TfC) is funded by National Lottery Community Fund, Wales. We are a small organisation that originated from community activism in West Wales. Our work centres on coproduced programmes of wellbeing (living well) in communities of place; bringing together the elements of policy, research and practice; locally, regionally and nationally, to benefit the lives of people. After three years of intense activity, we are at a cross-roads and reflecting on our future, asking the question: how can we build on our learning and successes so far, flourish, and maximise our impact for the benefit of communities? This is a big question that includes a consideration of the legal entity that we should become. Currently TfC is hosted by the charity Solva Care.

So, a time of impending change and growth but some things are definitely fixed for TfC:

**Our belief and approach to partnership work** - We have to work together as equal partners if we are to have a stronger voice and maximise our impact in making a difference. An important part of that is ensuring a people centred approach that brings the voice, and knowledge of the circumstances, of communities of place to jointly plan programmes of community focused action.

**Our commitment to addressing the profound inequalities in our society** - We will always strive to contribute to building a better and more equal life for all so that everyone, young and older people alike have a chance of a decent life and hope for the future. This demands a radical and bold approach that often takes us out of our comfort zone.

**Our belief that we need to make better use of evidence** - Generating, using, and sharing evidence of the expressed needs of communities and the innovations that are embedded in local practice. We must strive to do this in 'real time' to increase the relevance and utility of data to influence policy and practice.

For a flavour of our work to date see our [website here](#).



### **Is this job for you?**

- It is if you believe in the principles and values of TfC as outlined above.
- It is if you enjoy working with people from all backgrounds and are happy to work flexibly and supportively in a small team with big ideas.
- It is if you are a self-starter, reliable, and can bring ideas, knowledge and skills to the work of the Team whilst recognising that we all need to learn and develop.

### **If your answer is yes to all the above then WE WOULD LIKE TO HEAR FROM YOU!**

We are not hierarchical in our working practice and as a small Team it is important that we are able to work across our functions – administration, project work, and communication with our partners and communities. For the purposes of support, guidance and accountability the post holder will be working closely with the Programme Coordinator, Jessie Buchanan. Skills in research, qualitative or quantitative (or both), are essential to possess as are good verbal and written communication skills. If you believe in the importance of research and evaluation, enjoy challenges, and can deliver projects on time and to a high quality then we would like to hear from you. We can provide training opportunities to further develop your career.

The current post runs until 31<sup>st</sup> August 2025 probationary period for the first 6 months.

### **Key relationships, to include:**

- National organisations: Resourceful Communities Partnership, Communities Movement Cymru, WCVA, WLGA, One Voice Wales, HEIs
- Regional Partnerships
- Community groups and organisations
- Public Services Boards
- County Voluntary Councils
- Local authorities
- Town and Community Councils and One Voice Wales
- LPIP, TSRP, Swansea
- HDUHB R&D

### **PERSON SPECIFICATION**

#### **Skills and competencies:**

The individual in this role will be expected to demonstrate excellent skills and competences in the following (essential means needs to be quick off the block, desirable means has the basis, but the rest can be learned in the role):

- Coproduction in research and evaluation design and delivery (essential)
- Rigorous, high quality research -data collection, data analysis and report writing (essential in qualitative or quantitative research or both)



- Networking and building enduring partnerships and alliances in community development (desirable)
- Undertaking reviews using academic and grey literature and writing high quality reports (essential)
- Administration and coordination of meetings and events and taking notes at them (desirable)
- Oral presentations of research and development work (desirable)
- Oral (spoken) and Written Welsh Level 1 – Foundation\* as a minimum with a willingness to learn further.  
\*More information on Welsh Language Levels can be found at: [https://learnwelsh.cymru/media/3239/151217description\\_sgiliau.pdf](https://learnwelsh.cymru/media/3239/151217description_sgiliau.pdf)

Knowledge and awareness of the following would be helpful:

- Key wellbeing strategies and policies – national, regional and local
- Support in place for communities of place in the Region and Wales
- Principles of a holistic model of wellbeing, asset-based community development and the importance of coproduction
- The importance of action research, in reflection, at the grassroots level of community action

**This role is a full-time post, working hours are 37 hours per week to include, on occasions, evening and weekend work (as required) with 20 days annual leave per annum and 8 days public bank holidays. This position offers a hybrid working arrangement, allowing flexibility for remote work and on-site collaboration as needed. Employees have the option to work from home part of the time, with scheduled in-person meetings and team gatherings as required.**

### **Diversity statement**

We, and our parent organisation Solva Care, have a strong commitment to equality and diversity. Our aim is to be open and accessible, recruiting and retaining diverse and talented people who support and develop one another. Applicants can apply to this post in Welsh or in English.

### **To discuss the project prior to interview please contact:**

Jessie Buchanan – [jessie.buchanan@tfcpcbrokehire.org](mailto:jessie.buchanan@tfcpcbrokehire.org) 07810 071826

**To apply please send a CV, Covering letter and an example of your writing to:** Bruce Payne  
TfC Officer by Wednesday April 24<sup>th</sup> 2024

Email [brucepayne241@gmail.com](mailto:brucepayne241@gmail.com) or Little Valley, Wiston, Haverfordwest, SA624PJ

Interviews: Monday 13<sup>th</sup> May 2024

