

# Job Pack – recruitment autumn 2022

## Peer Mentoring Programme for Sustainable Steps Wales\*

\* Sustainable Steps Wales is the name of The National Lottery Community Action Fund's programme for communities tackling climate change. It is DTA Wales' holding name for the Peer Mentoring Programme.

### Introduction

The Development Trusts Association Wales ([DTA Wales](#)) supported by the National Lottery Community Fund (TNLCF) and utilising the Welsh Government's (WG) Dormant Accounts funds is embarking on a seven-year mentoring programme which focuses on climate action and sustainability, intended to unlock the collective capabilities of communities across Wales.

This builds on the [Renew Wales](#) experience – keeping at its heart a pool of increasingly confident and competent peer mentors (community members who have already embarked on action and are willing to share) - but takes a new approach to outreach and engagement to help communities of Wales respond at a pace and scale commensurate with the challenges posed by climate change. This is the decade in which to act.

As ever we look for independent and enterprising communities and this programme is about helping as many as possible to take first steps and embark on practical action. As we grow a community of hands-on practitioners so we hope a movement for change in Wales will emerge. Those wanting to grow and do more can then be supported to do so.

### The team we are looking for

If you would like to be a part of helping make Wales a sustainable nation – from the grassroots up - DTA Wales is offering a range of permanent positions:

- **Head (Joint) of Outreach & Engagement (Facilitators)** – 3 days a week @ £34,000 pro rata

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to lead this programme and specifically to build and lead the outreach work across Wales. *Note - this is a job share role with our existing Head (Joint) of Outreach & Engagement (Peer Mentors), Matt Swan.*

- **Facilitators** - we are looking for around eight individuals, each working flexibly two days a month as a team covering Wales and engaging with your communities. Open to self-employed, to those embedded in other organisations or we may consider PAYE within DTA Wales. As a guide the day rate for self-employed is £250/day.
- **Communications Manager** - 3 days a week @ £28,000 pro rata. Whilst responsible for programme communications you will also join our Senior Management Team and influence the wider communications strategy of DTA Wales
- **Administrator(s)** - two 3 day a week roles are available @ £21,000 pro rata who will between them support both this Peer Mentoring Programme and also DTA Wales' work on social enterprise development.
- **Peer Mentors** - frontline practitioners able and willing to share their learning with other communities are at the heart of this programme. DTA Wales under both the Renew Wales Programme and Social Business Wales already works with a pool of experienced peer mentors. Later in 2022 we will be working with them to incorporate them into this new Sustainable Steps Wales Peer Mentoring Programme. Employed as and when their skills and experiences are needed, they are paid on a day rate. If you feel you have something to offer and are enthusiastic about sharing your learning, then get in touch and express your interest in joining the pool.

## About DTA Wales - <https://dtawales.org.uk>

The Development Trusts Association Wales (DTA Wales) is an independent practitioner-based membership organisation promoting the work of and supporting the growing network of community enterprises in Wales.

We are a small core team but with big reach and impact as we work alongside and through our members, a large and growing pool of peer mentors and a range of experienced associates across Wales. With this small core size comes flexibility and an agility to make a real difference within this decade where communities are being challenged to play a substantial part in building sustainable futures - economically, socially and environmentally - within a climate changing world.

The Peer Mentoring programme supported by Sustainable Steps Wales forms a substantial opportunity to enable hundreds of communities to join in and make a positive difference to their locality, and when brought together as a community of practice they will help Wales achieve its

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ambitions as a sustainable nation.

This Outreach and Engagement side of DTA Wales runs alongside our work on Enterprise Development, which works to support the establishment and growth of viable community-owned asset-based businesses. Part of the Social Business Wales delivery team it also works on sustainable food, on climate change business support, on procurement and housing to name just some of its activities.

### About the Peer Mentoring programme within Sustainable Steps Wales.

The National Lottery Community Fund (TNLCF) is using Dormant Accounts money to finance a series of Sustainable Steps Wales initiatives in Wales.

1. DTA Wales has been awarded the Peer Mentoring programme
2. Running alongside this will be a Sustainable Steps Wales - Mentee Grants programme.
3. Recently open for applications has been the larger Sustainable Steps Wales - Climate Action Grants.
4. In development is a Sustainable Steps Wales young people's programme.

In early 2023 DTA Wales will be launching the Peer Mentoring programme which focuses on climate action and sustainability, intended to unlock the collective capabilities of communities in Wales.

The service will provide support and advice to community groups, charities and social enterprises on the widest possible range of ways in which they can take action on climate change and sustainability, covering both specific areas for environmental action and more general capacities to maximise their impact.

Our priority audiences will be those communities across Wales who traditionally don't engage with the climate change issue, but for whom the impacts of climate change may have the greatest impact.

This seven-year programme, which is yet to be given its public facing name, will build on a decade's experience of delivering the Renew Wales programme and will reflect the ever more pressing challenges we face now and in the coming decade. Climate change and sustainable living has become a matter for everyone, not the committed few. We have just a few short years to animate and enable a community movement within Wales taking direct action on the climate crisis.

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The programme is solely funded by the National Lottery Community Fund's *Sustainable Steps Wales - Mentoring* grant scheme  
(<https://www.tnlcommunityfund.org.uk/funding/programmes/sustainablestepswales-mentoring>)

Participating groups in this programme will be able to apply for a grant of up to £15k from this scheme.

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## Job Description - Facilitators

<b>Job title</b>	Facilitator
<b>Managed by:</b>	Head (Joint) of Outreach & Engagement (Facilitators)
<b>Managing:</b>	Relationships with community groups.
<b>Pay rate</b>	The role is open to freelancers, to those embedded in organisations and we can consider offering PAYE. As a guide for those joining as freelance / self-employed the day rate is £250, inclusive of all travel, expenses and VAT.
<b>Days per week</b>	2 days per month (there may be opportunity for Facilitators who exceed their targets to receive further work.)
<b>Term of employment</b>	Fixed-term to 30th June 2027 (with likely extension to 30th June 2029)
<b>Hours of work</b>	This role is anticipated to work flexibly to meet the needs and availabilities of the communities you will be working with.
<b>Job location</b>	DTA Wales retains a Cardiff office. Home working - or supported to work from 'local to you office hub' - within Wales is supported.
<b>Travel expectations (work base)</b>	You may be asked on an occasional and reasonable basis to attend a DTA office / hub location.
<b>Travel expectations (role delivery)</b>	Travel around your region of Wales (and occasionally elsewhere in Wales) is expected as part of this role.
<b>Summary of role</b>	We are building a team of Facilitators who will be crucial to the effective delivery of the mentoring programme. They will be individuals with extensive knowledge of their local / regional communities married with excellent facilitation skills to connect them to this programme.

They will reach out to find suitable groups, with a focus on priority populations; lead the early stage of the mentoring process (explore and engage); support the group throughout their involvement; and be the main point of contact for participating and prospective groups.

**Roles / responsibilities** Identifying and approaching priority groups: unusual suspects, with potential and credibility, but little or no track record on environmental action.

Building relationships with other networks and communities as needed to find such groups.

Facilitating conversations with participating groups\*\* about the future, sustainability challenges, and where the group's interests and opportunities lie.

\*\*NB this includes groups who approach the programme directly or are referred in, as well as those the Facilitator has sought out.

Facilitating an action planning process and agreeing a support plan with the group, giving them say in selecting mentors and identifying other opportunities.

Coordinating and monitoring mentor activity, including their support to the group and appropriate use of programme systems and procedures.

Acting on other support offers – e.g. introducing group to other groups, networks, and sources of support including other DTA Wales programmes; inviting them to participate in wider programme ecosystem.

Encouraging groups to use the programme's online platform and our Monitoring & Evaluation Toolkit.

Periodically following up with groups post-mentoring and, where relevant, post-grant, to capture learning, encourage sharing with others, and identify potential for providing mentoring to other groups.



Being an active member of the Facilitation team, engaging in team induction, training, mutual support and reflection.

Reporting back regularly and fully on activities, opportunities and insights, through the online platform and as requested by DTA Wales central staff.

**Person specification** The successful candidate will have proven experience in facilitation with community groups, charities and/or social enterprises. You will be an effective and creative listener, a motivator and a guide. You will have the ability to stimulate and sustain productive conversations about climate change and sustainability issues with people from a wide variety of backgrounds and with diverse perspectives and priorities.

**Essential** Welsh speaking or a confirmed willingness to undertake learning.

Excellent facilitation and communication skills

A strong track record of successful community engagement

Experience of promoting and supporting effective relationships between communities and other stakeholders.

Computer literate including experience of Microsoft Office and online forums

Broad knowledge of communities in the region you live in; relevant services and support programmes; contacts with a wide range of communities and groups; and curiosity and initiative to extend these.

Basic understanding of sustainability issues including climate change or a confirmed willingness to learn.

Ability to travel to visit community groups and social enterprises in your region of Wales, holding a valid driving licence and use of a vehicle, available and insured for business use.

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Ability to work on occasional evenings, weekends and to stay away from home overnight, with prior notice.

**Desirable** In-depth understanding of climate change and sustainability issues

#### KEY DATES

<b>Closing date for applications</b>	Monday 17 <sup>th</sup> October 2022 - 4pm
<b>Shortlisting</b>	Tuesday 18 <sup>th</sup> October - Friday 21 <sup>st</sup> October (this may include an initial telephone call).
<b>Interview / selection day</b>	Thursday 17 <sup>th</sup> November or Friday 18 <sup>th</sup> November (via Zoom).
<b>Anticipated start date</b>	Thurs 1 <sup>st</sup> December
<b>Induction &amp; Training</b>	Thurs 1 <sup>st</sup> December – Fri 2 <sup>nd</sup> December (in person, location to be confirmed).
<b>Official launch of programme</b>	Tuesday 3 <sup>rd</sup> January 2023

### How to apply.

Applications by letter and supporting CV to [info@dtawales.org.uk](mailto:info@dtawales.org.uk). Please put the job title in the subject line.

Application Letter:

1. Please describe why you are interested in this role
2. Please state how you meet the essential and desirable skills required for this role and where possible please give an example per criteria.
3. Please indicate your level of written and spoken Welsh.
4. Please indicate the region(s) that you are able to cover: North-west Wales, North-east Wales, Mid-Wales, South-west Wales, South-east Wales, or other (please state).

Please also complete an Equal Opportunities Monitoring Form: <https://forms.gle/Ci9TYWotyaP15hRN7>  
The Equal Opportunities Monitoring form is anonymous and will not be included as part of the shortlisting process. All provided information will be used for recruitment monitoring and provision of statistical data purpose only.

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Company registration no./Rhif cofrestru'r cwmni **04966246**

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