

# 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

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 – Administrators x 2

**Job title** Administrator

**Managed by:** Head of Finance (or CEO, tbc)

**Pay rate** £21,000 pa - £23,000pa (FTE) dependent on experience

**Days per week** 3 days per week (0.6 FTE)

**Term of employment** Permanent

**Hours of work** 7 hours per day. DTA Wales sets core office hours as between 10am and 4pm but offers flexibility by negotiation with line managers. Occasional working at evenings and over weekends may be required to meet the needs of the role.

**Job location** Home working - or supported to work from 'local to you office hub' - within Wales is supported. DTA Wales retains a Cardiff office.

**Travel expectations (role delivery)** Travel around Wales is not expected as part of this role.

**Summary of role** One appointment will pick up lead responsibility for administering the new Sustainable Steps Wales peer mentoring programme. The other appointment will support the business and enterprise development side of DTA Wales. Each post will support their individual team members along with associated partners and our pool of mentors and associates.

**Roles / responsibilities** Reviewing, updating and then administering a range of office systems in support of our programme delivery, in areas such as accurate data entry and record keeping, purchase and payment record keeping etc.



Providing secretarial and administrative support including word processing, diary and travel management etc., in support of our work programmes.

For the lead on Sustainable Steps Wales to handle day-to-day administration of the programme, as requested by the Programme Managers including process agreements, contracts, payment claims and other paperwork promptly and reliably; Chase outstanding agreements, contracts, payment claims proactively.

Assisting in the production of reports to and minutes of meetings with Steering Groups, our funders / clients and partners and where appropriate attending meetings alongside other DTA staff.

Administration of community application process and maintenance of contact records, Sustainable Steps Wales (Peer Mentoring programme) and other databases. Dealing with community enquiries including the info@ mailbox

We hope one successful candidate will bring aptitude and interest in providing communications and information to members, co-ordinators, partners and other external organisations in conjunction with our Communications Manager. This can include assistance with content management and updating of websites / social media account, and other Marketing and Communications tasks, as required. Training in this can be given.

We hope one successful candidate will bring aptitude and interest in providing day-to-day book keeping and in conjunction with Head of Finance support for administration of accounts systems and records, processing invoices and data entry using SAGE Instant Accounts. Liaise with accounts consultant and external payroll company. Training in this can be given.

We hope one successful candidate will bring aptitude and interest in IT systems support and take on liaison with IT Support Consultancy on maintenance and act as first point of contact on such matters for staff. Training in this can be given.

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We hope one successful candidate will be Cardiff-based and take on the management of our office space (whilst this can provide a work base this isn't compulsory) and with it the support of managing the office and IT needs of a team of remote working staff mentors and associates.

We hope one successful candidate will bring aptitude and interest in personnel and HR matters and support recruitment, staff reviews and HR record keeping.

**Person specification** You will be one of two new part-time (each 3 days a week) Administrators within DTA Wales. Between you you will share responsibility for developing, implementing, managing and maintaining effective office and organisational administrative systems, each bringing complementary skill sets. Each will lead the administration of one aspect of DTA Wales alongside supporting the administration of the other.

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

At least two years' demonstrable experience in a similar administration and support role or capacity (can be from any sector).

High degree of organisational skills and ability to use initiative and adapt. Good inter-personal skills and experience of working in a small team.

Excellent verbal communication skills and a clear, helpful and polite telephone manner. Willing, helpful, organised and flexible.

High level of experience in MS Office - including Word, Excel, PowerPoint, Outlook Email and Calendar and Internet Explorer.

Excellent written skills and the ability to draft correspondence and reports and to take accurate minutes of meetings. Accurate typing skills and ability to produce reports and spreadsheets to meet deadlines.



Good project management, time management and prioritisation skills

Ability to manage own workload and to work to deadlines without close supervision.

**Desirable** Knowledge of accounts procedures (processing invoices and payments, recording income and expenditure).

Sound knowledge of social media and communication strategies  
Knowledge of websites, CMS, blogs and forum use and how they work.

Experience of event, meeting or seminar/conference organisation and management, and other Marketing skills.

High degree of computer literacy and an active interest in dealing with computer related issues.

Willing to occasionally work evenings and weekends and stay away from home overnight with advanced notice.

#### KEY DATES

**Closing date for applications** Monday 14<sup>th</sup> November 4pm

**Interview / selection day** Friday 25<sup>th</sup> November (via Zoom)

As soon as available.

**Anticipated start date**

**Official launch of programme** Tuesday 3rd January 2023

## How to apply.

Please complete the application form and return to [info@dtawales.org.uk](mailto:info@dtawales.org.uk), with the job title in the subject line.

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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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