Job Pack – Head of Community Assets

# About DTA Wales

The Development Trusts Association Wales ([DTA Wales](https://dtawales.org.uk)) 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 an increasingly big reach and growing 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. Each programme of work we undertake we do through an expanding series of relationships both within Wales and as a Welsh partner across the UK.

With this small core size comes flexibility and an agility to make a real difference here in Wales within this decade, where communities are being challenged through a combination of reduced public investment, increased demand for services, rising costs of living and the challenges arising from the climate and nature emergencies arriving on their doorsteps.

Development trusts are a wide spectrum of organisations – most being geographically located but thematic development trusts are emerging - that are:

* community based, owned and led;
* engaged in the economic, environmental and social regeneration of a defined area or community of place or interest;
* independent but seek to work in partnership with other private, voluntary, and public sector organisations;
* self-sufficient or aiming for self-sufficiency, and not for private profit.

DTA Wales supports their emergence, development and growth through a series of programmes including:

***Outreach and engagement*** amongst communities across Wales, using peer mentoring as the key to encouraging and enabling communities to take the first steps as a development trust. We run the [Egin programme](https://dtawales.org.uk/egin/) on behalf of The National Lottery Community Fund as one example of this.

***Enterprise support and development*** is crucial as communities develop self-sufficient trading models that give them financial independence and long-term viability. We run the peer mentoring and net zero elements of [Social Business Wales](https://dtawales.org.uk/social-business-wales/) service on behalf of the Welsh Government.

***Community asset ownership support*** is often if not always key. Communities taking on properties – from shops to village halls, energy generation sites to public green spaces – provides an underlying asset upon which self-sufficient trading can take place. We are the Wales coordinator for the [Community Ownership Fund](https://dtawales.org.uk/community-ownership/) on behalf of the UK Government.

# Why work for us?

DTA Wales might be a small team – eight of us in the core with nine facilitators across Wales and adding six new roles this summer - but we hold a series of ‘assets’ of our own that make us a significant force for delivering sustainable and resilient communities across Wales in the coming decade.

* We are ***independent***, answerable to our members who are all themselves community owned enterprises up and down Wales.
* Our members give us our ***collective intelligence*** i.e. we draw on their immense skills and experiences in designing and delivering solutions.
* Our members provide us with our ***front-line workforce*** i.e. we work wherever possible through a peer mentoring approach where our members are paid to support each other and emergent community enterprises.
* Independence, collective intelligence and access to increasingly professional peer mentors give DTA Wales immense ***flexibility and an ability to move at the pace and scale*** required to meet the challenges our communities face.
* We are a ***hands-on practical solution focused*** organisation. Occasional forays into policy development don’t get in the way of building a groundswell of community enterprises helping communities become sustainable and resilient across Wales through practical action whether that be in the social services, the arts, sports, local food and transport or the environment.

DTA Wales has the potential to be a small team with a big reach into communities across Wales. Through the power of community action DTA Wales plans to play a transformative role in how Wales achieves a more sustainable economy, society and environment. By consistently cooperating with others DTA Wales’s member’s influence and *impact* is amplified.

By joining DTA Wales you will become part of that small core team but will have the chance to affect big change. People work for us if they understand the big strategic needs for achieving a sustainable economy but believe in the power of enabling community. An interest in policy is welcome, but a passion for practical action is paramount.

If you fancy the challenge and the opportunity, apply to work with us.

# About this position and the programme you will support.

Communities are increasingly being asked or are considering taking on land and buildings across Wales. We support a range of activities to help community organisations ensure their asset project is a success.

DTA Wales is one of 10 partners delivering the UK Government’s Community Ownership Fund programme. The £150 Million fund exists to help local communities across the UK to take control of assets, amenities or facilities that are at risk of closure – from parks to pubs, lidos to libraries.

Groups can apply for up to £250k (up to £1mil in exceptional cases) through the Community Ownership Fund to purchase or lease a local asset at risk.

A COF support programme is in place and here in Wales DTA Wales coordinates this. The successful applicant will step it to lead this work, picking up from the current CEO and building on DTA Wales’s ten years of work on community asset transfer support and advice.

The new head of Community Assets Support Service at DTA not only arrives in a central coordinating role and gains the opportunity to work first hand with community asset transfer projects across Wales but they also arrive as DTA Wales is about to secure new resources and new staff in areas around community asset ongoing support (post-acquisition) and developing an energy services model to tackle the rising costs of energy and support the capital costs of retrofitting many community buildings. The successful applicant will play a key role in helping shape these programmes and build the growing team around them.

Community Asset support is one of three key pillars of service DTA Wales holds and is continuing to develop. As Head of Community Assets, you will join the Senior management team at DTA Wales alongside Heads of Enterprise Development and Outreach and Engagement and play a role in unleashing the collective capability of Wales’s communities.

# Job Description

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| **Job title:** | **Head of Community Assets Support Service** | |
| **Managed by:** | CEO | |
| **Managing:** | Relationships with partners in Wales and UK, network of Peer Mentors within Wales and we are intending to add a further project officer to the team within a year. | |
| **Key relationships:** | With the COF consortium members across the UK and linked partners within Wales. | |
| **Pay rate** | £32-38,000 (FTE) depending on experience. | |
| **Days per week** | 0.8 FTE - 4 days per week / 28 hours per week - we are very happy to discuss extended or reduced working hours to suit individual circumstances. | |
| **Term of employment** | Permanent (we are funded under a fixed term contract until 31st March 2025, with further work planned to continue this role). | |
| **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** | DTA Wales retains a Cardiff office. Home working - or supported to work from 'local to you office hub' - anywhere within Wales or within easy reach of Wales is supported. | |
| **Travel expectations (work base)** | You may be asked on an occasional and reasonable basis to attend a DTA office / hub location. | |
| **Travel expectations (role delivery)** | Travel around Wales (and potentially elsewhere in the UK) is expected as part of this role on an occasional basis. | |
| **Summary of role** | DTA Wales is a leading practitioner in support of asset-based community enterprises across Wales. Based on the depth and breadth of experience in asset transfer and development you will lead and further develop our work in this area, with specific responsibility as the Welsh Coordinator for the UK Government's Community Ownership Fund's support programme. | |
|  | This new role within DTA Wales establishes a third department dedicated to supporting community asset development. With the responsibility to deliver front-line practical support with partners across Wales you will work with the CEO to build our work in this field. | |
| **Roles / responsibilities** | To coordinate the delivery of the Community Ownership Fund (COF) within Wales with responsibilities including: | |
|  | * Further developing the marketing to communities and responding to initial enquiries. | |
|  | * Coordinating the provision of the COF support programme (advice and support days, access to small development finance) etc. to help ensure the bids to COF from Wales are as good as they can be. | |
|  | * Further developing the relationships within Wales of those partners best able to deliver the support packages. | |
|  | * Specific responsibility to draw from and augment DTA Wales’s peer mentoring pool to optimise their role in delivering elements of the support packages. | |
|  | * Where appropriate and / or necessary to be directly delivering some of that advice and support to individual groups. | |
|  | * Play a full and active role in the UK consortium delivering COF including Locality, DTA Scotland DT Northern Ireland, Plunkett, Coops UK, Sporting Assets, Architectural Heritage Fund, Cwmpas and Shared Assets. | |
|  | * Continuing the development of relationships around community assets within Wales including with organisations including Welsh Government, Coalfields Regeneration Trust, Building Communities Trust and Institute of Welsh Affairs as well as amongst our members. | |
|  | Working with the UK partners to develop opportunities arising from joint working within COF including longer term network support and ancillary services such as facilities management / energy management. | |
|  | Working with the CEO (and partners in Wales) on an associated service supported through The National Lottery Community Fund bid. | |
|  | Working with the CEO and Head of Enterprise on further building your community assets team within DTA Wales in response to the ambitions of members and the needs and opportunities of society in Wales. | |
| **Person specification** |  | |
| **Essential** |  | |
|  | Welsh speaking or a confirmed willingness to undertake learning. | |
|  | Direct and meaningful experience of community asset ownership, either first-hand experience or in an advisory role. | |
|  | Substantial experience in *at least one* of the following areas: business planning (or business operation), asset / property management, financial project / programme management, governance, community engagement, financial planning. | |
|  | Demonstrable experience in programme management (or equivalent transferable skills), with a focus on partnership management and customer service. | |
|  | A proven understanding of and affinity for community enterprise. | |
|  | Well organised and a self-starter. | |
|  | Experience of developing and building teams and partnerships. | |
|  | A strong capability across a range of software platforms. | |
|  | Strong attention to detail and proven adherence to deadlines. | |
|  | Excellent written and numeric reporting skills. | |
| **Desirable** | Experience of working with partnerships and programme deliver. | |
|  | Proven track record of team building and leadership. | |
|  | Knowledge and / or experience of team building and training, in developing continual professional development of people. | |
|  | Knowledge or understanding of the social enterprise and community development sector. | |
|  | Track record of project and partnership development and associated bid writing or fund raising. | |
| **KEY DATES** |  | |
| **Closing date for applications** | | Friday 7th July - **5pm** |
| **Shortlisting** | | Weekend 8th / 9th July |
| **Interview / selection day** | | **Tuesday 11th July** – *please place this as a marker in your diary.* |
| **Anticipated start date** | | As soon as possible. |

# Where you will sit within DTA Wales.



# How to apply.

Please complete the application form and return it to info@dtawales.org.uk, with the job title in the subject line.

Please also complete an Equal Opportunities Monitoring Form: <https://forms.gle/E1WUWEsjNNSaYDQV9>

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 purposes only.

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