



Job Pack – Procurement & Social Value Officer

About DTA Wales

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. Our members are all independent not-for profit organisations who are serving their communities through a wide variety of services and initiatives.

First established in 2003, we are a small core team with increasing reach and impact as we work alongside and through our members, a large and growing pool of peer mentors, and a range of experienced partners across Wales.

Membership of DTA Wales falls into three tiers and members can access a range of services depending on their membership level.

Why work for us?

By joining DTA Wales you will have the chance to affect big change. People work for us if they believe in the power of community, social enterprise and local action. An interest in policy is welcome, but a passion for practical action is paramount.

About this position and the programme you will support.

DTA Wales is looking for someone who is an excellent communicator and facilitator, who can put procurement into practice to help social enterprises explore contracts as a means of sustainable income. That person will need to think outside the box to support our ongoing project delivery as well as help develop sustainable paid-for services for members and others to access (to help sustain the role). Experience of brokering conversations with Local Authorities and demonstrating social value, as well as an understanding of consortia would be helpful.

First-hand experience of running or supporting social enterprise (including business consultancy or development) is necessary, although we'd also be interested in hearing from candidates who have worked as part of a procurement team/ statutory authority with experience engaging and enabling social enterprise to tender and form part of their supply chain.

This role would be hosted within an emerging membership strand of our organisation and initially be line-managed by the Operations Manager, with support from an Administrator. This role sits across several projects, and will involve a range of direct delivery including:

- Our Backing Local Firms Fund (Welsh Government Foundational Economy) project is developing a growing (procurement) tool kit to give small-scale producers the tools and templates they need to look at procurement as a viable option, and aims to demonstrate its use on real 'assured' contracts providing the confidence needed for borrowing/ investment. Working with a number of partners and a consultant, this role will help coordinate project delivery, ensuring that partners understand their part to play, and the work remains joined up, with the resulting toolkit packaged and presented as a sustainable tool for the future (potentially online).
- DTA Wales delivers a mentoring service as part of Social Business Wales (funded by Welsh Government) plus a separate shorter-term Net Zero support project developing and piloting a net zero action planning toolkit and exploring opportunities around a consortia/ collaboration between a small group of enterprises to deliver innovation and impact. This role may be involved in supporting the development of the consortia as well as supporting demonstration of social value impact.
- Recent development of our membership offering has presented us with opportunities to develop online tools, procurement readiness checkers, as well as a suite of resources. Ability to have a wide range of conversations with our members to identify their support needs and work to implement opportunities for consultancy and new DTA services would also be a key part of this role.
- Working with the wider team on developing future projects in health and social care, in partnering with housing associations and construction. Buy Local, Buy Social, maximising social value, increasing social return on investment and SME procurement friendly practices are all key principles that we are keen to develop DTA Wales's role in, and how this filters down to benefit our members.

Job Description

Job title	Procurement and Social Value Officer
Managed by:	Initially by Operations Manager
Managing:	No direct staff responsibilities, access to an administrator and comms support.
Key relationships:	Foundational Economy Team (Welsh Government) plus project partners in during initial funding; Social Farms & Gardens, Robert Owen Community Banking Foundation.
Pay rate	£28,000 (FTE)

Days per week	3 days per week / 0.6FTE - we are happy to consider working hours between 2.5 and 3.5 days a week to suit individual circumstances.
Term of employment	Initially 12 months (we are funded under a fixed term with further work planned to continue this role).
Hours of work	21 hours per week, ideally including Thursday which is a core workday for DTA Wales. Core office hours are 10am - 4pm but there is flexibility here 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, with smaller groupings of staff around Newtown and Machynlleth. 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	This is a varied role that will suit an enterprising and engaged professional with a passion for social business and the ability to seek out new opportunities to build on the work already established in recent years.

The Development Trusts across the UK, particularly Locality, have campaigned to 'Keep It Local' creating a plethora of resources to inform and influence Local Authorities and Councillors around the benefits of buying from SMEs and Social Enterprises. Last year DTA Wales was part of a Welsh Government pilot project 'Buy Social, Buy Local' and focused on identifying the barriers that social enterprise face when tendering for work and encapsulating 'how to' in a resource (yet to be published).

This new opportunity follows on from DTA Wales' role in the Procurement Food Hubs and Resilient Green Spaces, a European Funded project coordinated by Social Farms & Gardens that looked at opportunities to regenerate local food systems, in part exploring the role of food hubs, both to distribute locally grown food but also to pilot supply of local produce via a wholesaler and onto the public plate. This new Backing Local Firms Fund (Welsh Government) funded project will continue to explore local food procurement further as well as think about next step projects exploring different procurement sectors through a social and local lens.

Roles / responsibilities	To work with DTA staff, current and prospective members, along with other target groups and enterprises outlined in our funding bids to;
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- To pick up coordination of the Backing Local Firms Fund project, ensuring partners and our consultant are working in a joined-up manner.
- To work directly with social enterprises/ DTA members to develop, package and promote a wide range of toolkits, in part to support business readiness for social procurement and potentially the measurement of social value.
- Be open to liaising with enterprises and/or procuring bodies (or suppliers of) to explore long term contract and investment opportunities i.e. development of the supply chain and market simultaneously.
- To meet reporting and budgetary requirements, production of case studies and coordinate project partners where applicable.
- To facilitate and support the development of consortia/ collaborations between social businesses where opportunities arise.
- To explore ways to demonstrate basic social value, social return on investment and local £ multipliers.
- To promote membership, liaise directly with members, offer support and signposting and promote consultancy opportunities.
- To support the development of and manage a pool of professional advisors who can support DTA projects.
- To represent DTA Wales at external meetings and networks.
- To keep abreast of procurement policy changes and Welsh Government developments in this area and disseminate relevant information to DTA Wales members.
- To develop future projects and source future funding.
- Explore opportunities to use the Egin online platform as a place for social enterprises to share information around procurement opportunities and getting procurement ready.
- Work with other UK Development Trusts in conjunction with the Senior Management Team to look at further applications of this agenda.
- To develop services or offers that are supportive to the membership, attractive to new members and can be funded in a sustainable way.
- To ensure that the needs of the social enterprise sector and our members are being communicated at a strategic, policy and funding level in our outreach, funding applications and taken forward by our Senior Management Team.
- To advocate on behalf of members, ensuring their voice is heard and that DTA services, current and future, are responsive to these needs.
- To develop the offering and support the recruitment of associate members to DTA Wales, including Local Authorities and Housing Associations.

**Person
specification**

Essential

Experience of working with social enterprises and / or SME's and responding to their business needs.

A genuine interest and understanding of current procurement practices, from the perspective of a buyer or a supplier (or enabler).

A genuine interest and understanding of social value, social return on investment, community benefits, local £ multipliers, and/or community wealth building.

Some experience in at least one of the following areas: sustainable food and farming, procurement, social finance, energy, foundational/ circular economy, community focused enterprise models, sustainable transport systems. Note - we can access technical specialists across all these fields so deep knowledge is not required.

An understanding of the aims and the challenges of the social enterprise sector.

Well organised, highly motivated, good at managing own workload

An excellent communicator and facilitator.

Experience of developing partnerships outside of the third sector such as local authorities, housing associations, private companies.

Capability in IT, using CRM systems and other online networking platforms.

Strong attention to detail and proven adherence to deadlines.

Excellent written and numeric reporting skills.

Track record of accurate record keeping to map and report on project outputs.

Ability to think outside of the box to spot opportunities.

Experience of collating, creating and using a wide range of tools/ toolkits to share best practice.

Desirable

Welsh speaking or a confirmed willingness to undertake learning.

Experience of social return on investment/ measurement of social value.

Experience of development of services that generate an income.

Experience of working with and offering services to a membership.

Working with or managing consultants/ mentors.

Experience of event, meeting or seminar/conference organisation and management

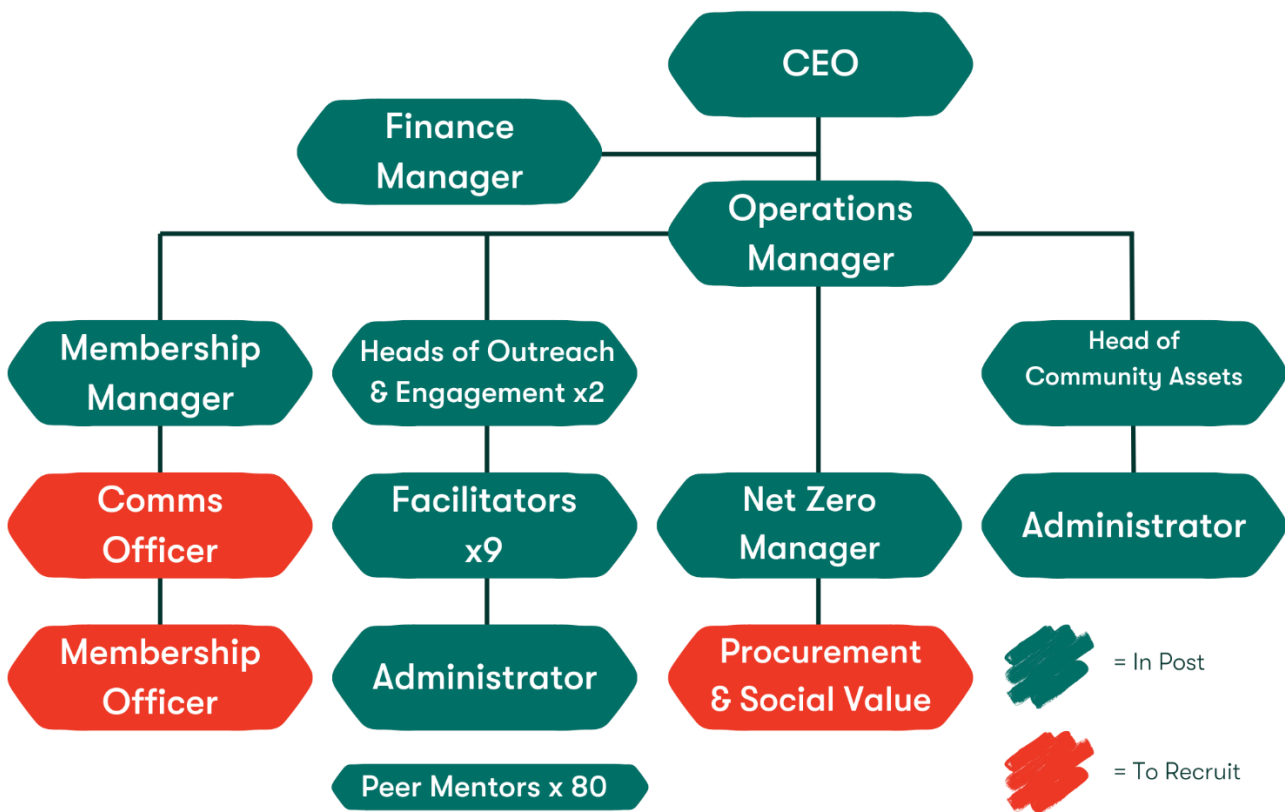
Driving License

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

KEY DATES

Closing date for applications	Midday, Wednesday March 13 th 2024
Interview / selection day	Tuesday 19 th or Weds 20 th March 2024
Start	ASAP

Where you will sit within DTA Wales.



*Structure is under review

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.

Development Trusts Association Wales, 17 West Bute Street, Cardiff CF10 5EP
Cymdeithas Ymddiriedolaethau Datblygu Cymru, 17 Stryd Gorllewin Bute, Caerdydd CF10 5EP
Tel/Ffôn 029 2019 0260 Email/E-bost info@dtawales.org.uk Website/Gwefan www.dtawales.org.uk
Company registration no./Rhif cofrestru'r cwmni 04966246