



Hub Cymru Africa



Ariennir gan
Lywodraeth Cymru
Funded by
Welsh Government

Development Support Manager (North Wales)

JOB DESCRIPTION

Employed by:	Welsh Centre for International Affairs (WCIA)
Responsible to:	Head of Hub Cymru Africa
Salary:	WCIA Band 4 (starting at point 32 NJC scale) plus pension contribution
Employment terms:	Fixed term contract, 3 years
Base:	Hub Cymru Africa is based at the Temple of Peace, Cathays Park Cardiff.
Hours:	Part time (15 hours per week), consultancy options available
Annual leave:	28 days plus public holidays pro rata
Travel:	This role will require travel throughout Wales and occasionally the UK, including overnight stays. Use of public transport is preferred; when this is not convenient staff may use their own vehicle. The current mileage rate is 45p.

Summary of role:

The Development Support Manager will work as part of the HCA team with specific responsibilities to lead Hub Cymru Africa's development support, mentorship and training activities across North Wales. They will ensure that individuals and groups within the Wales Africa sector access a programme of training, learning and information sharing events throughout Wales linked to Sustainable Development Goals and the Future Generations Act.

Three Development Managers will be deployed within Wales on a part time basis. Specific leadership responsibilities on a) training and b) mentoring will be allocated within these roles. This post will be based in North Wales on a remote working or working from home basis.

Specific responsibilities for this role will include:

1. Development Support and Mentorship

- a) Lead on the provision of development support for individual groups and organisations, ensuring that experiences are shared and resources are made available.
- b) Develop a set of development support tools to be used as a part of a mentorship programme for interested groups
- c) Work with organisations to trouble shoot challenges in programme design, implementation, fundraising and other mutually identified areas
- d) Develop action plans together with groups, including identifying any training needs or areas for further support
- e) Provide links to both internal and external training opportunities and other opportunities relevant to specific groups
- f) Support groups to develop monitoring and evaluation plans for their work
- g) Work closely with WCVA to share information on groups funded by the Welsh Government grants scheme, including providing advice as requested

2. Training and Events Programme

- a) Help coordinate HCAs training programme, ensuring that experiences and lessons learned are shared within the wider community.
- b) Review existing training and learning materials developed by members of the HCA partnership, allowing for inclusion of good practise and new materials as needed.
- c) Deliver tailored training courses that address organisational effectiveness, implementation and impact and other topics as identified by partners
- d) Encourage Welsh Government granted groups to attend training and events programme which target the broader international development third sector in Wales.
- e) Deliver a programme of skills matching, recruitment and support to trustees within international development organisations.

3. Leveraging funding and fundraising advice

- a) Identify sources of funding relevant to members of the Wales Africa and Fair Trade community and ensure that information is shared and accessible to groups
- b) Encourage and support groups to apply for funding, including through UK funding streams from DFID, Big Lottery and Comic Relief, as well as private foundations and trusts
- c) Where necessary, provide detailed support to groups in the application process including reading draft submissions and providing advice

4. Shared Learning Events

- a) Coordinate and lead regional shared learning events in North Wales, bringing together groups working on thematic headings to share experiences
- b) Work with other members of the HCA team to advertise, manage and host events across Wales
- c) Ensure lessons learnt from events are documented and that combined knowledge is maximised within the Wales Africa community
- d) Develop new resources based on lessons learnt as relevant

5. Cross-Cutting Responsibilities (shared with all Partnership staff)

- a) Ensuring that all work is planned and delivered as part of the overarching Hub Cymru Africa Strategy.
- b) Contributing in a fair and proportional way to shared Partnership activities, including major events, communications and outreach work.
- c) Ensuring a good level of linkage between the work of the partner organisations: Welsh Centre for International Affairs, Fair Trade Wales, Wales Africa Health Links Network, Sub-Saharan Advisory Panel and Wales Council for Voluntary Action.
- d) Working with the Diaspora and Inclusion Officer to ensure that marginalised groups can access support, training and grants.
- e) Reporting on progress to your line manager and, where requested by the manager, directly to the Partnership Board or Welsh Government.
- f) Recruiting, managing and/or supporting volunteers as required to deliver your work.
- g) Ensuring that the programme is delivered bilingually and actively increases the involvement of Welsh speakers.
- h) Contributing all relevant Monitoring, Evaluation and Learning data required within the project.
- i) Ensuring that funds are spent for the programme's approved purposes and that all transactions are supported with financial paperwork.
- j) Undertaking occasional other duties where delegated by the Head of Partnership.

Person specification

Essential

- Bachelors level degree or equivalent qualification
- At least 5 years experience of working or volunteering on international development related projects, including overseas experience in low income countries
- Knowledge and understanding of development initiatives in Africa in particular
- Demonstrated understanding of the voluntary sector, including experience volunteering or working with small not for profit community action groups and charities
- Ability to take a learning approach to continually improve project delivery
- Ability to work cooperatively and productively with team members, openly exchanging information and supporting colleagues
- Creative and critical thinking skills to solve problems, take advantage of opportunities and contribute overall to partnership development
- Excellent written and spoken communication skills in English and Welsh
- Good IT skills, especially with Microsoft Office software.

Desirable

- Experience of organising and hosting community events
- Experience of delivering training to small community based organisations and charities
- Experience working with community-based volunteers
- Applications from the Africa diaspora community are particularly welcome

Application process

- Hub Cymru Africa is hosted by the Welsh Centre for International Affairs and all contracts are awarded by the WCIA. All applicants must complete a WCIA application form, available at <http://www.hubcymruafrica.cymru/hub/vacancies.html>
- Please submit your application by e-mail to enquiries@hubcymruafrica.org.uk. If you do not have access to email, you can send a paper application to the address given on the application form.
- The deadline for receipt of applications is **Wednesday 23rd July at midday**. Initial interviews will take place **on the 30th or 31st of July** at the Temple of Peace, Cardiff. Please note that the panel may wish to arrange a second round of interviews with selected candidates before making their final decision.
- We will send an e-mail acknowledgement to all applicants. If you do not receive an acknowledgement before 17.00 on 24th July please contact us. We cannot be held responsible for applications that do not reach us or that arrive after the deadline.
- If we wish to invite you for an interview, we will contact you directly. No references will be taken up until a provisional offer of employment has been made.
- Unsuccessful applicants will be informed by email.