



Asedau Segur
Camau Cynaliadwy Cymru

Dormant Assets
Sustainable Steps Wales

Ddarperir gan
CRONFA GYMUNEDOL
LOTERI GENEDLAETHOL

Delivered by
THE NATIONAL LOTTERY
COMMUNITY FUND

Position: Engagement Officer Diversifying Voices on Climate Change	Duration: Up to April 2026 (subject to funding)
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Contracted hours: 16 hours per week	Responsible to: Project Manager
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Salary: £23,660 FTE; £10,816 Pro-rata	Responsible for: Project volunteers
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Women Connect First (WCF) is a registered charity motivated by the ethos of community development and social justice. Our main areas of work involve improving the lives of disadvantaged communities in Wales with a key focus in supporting women and children from Black, Asian & Minority Ethnic (BAME) communities, in particular those experiencing multiple layers of deprivation, discrimination and exclusion in accessing services and employment. Since our inception we have reached out and engaged with over 8000 ethnic minority women and their families. Our work involves empowering our services users to reach their full potential by opening up pathways where they access information and services that helps them develop their self – confidence and resilience to become self-sufficient and financially stable citizens of Wales

Women Connect First was established to empower Black & Minority Ethnic Women in Cardiff and South East Wales. Today, we offer a range of services including advice, advocacy, counselling, and a wide range of training programmes and volunteering opportunities. WCF targets, in particular, disadvantaged, isolated and marginalised Black and Minority Ethnic women, who are experiencing multiple layers of deprivation, discrimination and exclusion in accessing services and employment. Our mission is to empower and improve the lives of disadvantaged BME women and communities in South Wales, to help them realise their full potential and make a positive contribution to Welsh society.

WCF is committed to safeguarding and promoting welfare of children, young people and vulnerable adults, and expects all staff to share this commitment. We are a diverse organisation that respects differences in race, disability, gender, faith background or personal circumstances we welcome all application. We want everyone to feel valued and included and to achieve their full potential. WCF is opposed to any discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

Diversifying Voices on Climate Change (DVCC) is a three-year Lottery funded project starting from May 2023 which will tackle the barriers to action on climate change for Black and Ethnic Minority women in Wales. Based at Women Connect First office in Cardiff, the project will reach out to women of colour across Wales in an effort to significantly alter perceptions and challenge stereotypes around who can and does take action around climate change. To achieve this, we will be taking a number of approaches.

JOB SUMMARY

Engagement Officer – Diversifying Voices on Climate Change Project (DVCC)

Working hours: 16 hours per week flexible working including evenings and weekends as needed. Currently working most hours from the office with hybrid working patterns included as needed.

Job Role:

The Engagement Officer will assist the Project Coordinator in delivering the DVCC project goals and targets in a timely and effective manner.

Job Description:

- Manage a high-profile social media campaign for the project which promotes diverse voices on climate change within a Welsh context.
- In line with the project's aim of engaging more women and girls from ethnic minority communities in action around climate change, ensure that all social media content is accessible and relevant for women and girls from diverse communities in Wales.
- Assist the Project Coordinator in the recruitment of volunteers to take part in media production training provided by project partners Now in a Minute Media.
- Work closely with Now in a Minute Media to schedule media production training courses at an appropriate and accessible level for participants.
- Work closely with Now in a Minute Media to schedule media production courses in a timely manner so as to ensure a steady output of volunteer produced content for social media platforms.
- Engage the services of translators for the media production courses if and when required.
- Ensure that Diversifying Voices on Climate Change messages are accessible to all by organising translation of text for printed and online information and publicity material, including video scripts, into a range of languages to include Welsh, Arabic, and other languages.
- Provide ongoing support for volunteers creating social media content around climate change issues, ensuring that content created is appropriate, relevant and of a sufficiently high standard to be used on WCF's social media.
- To represent WCF and to promote its ethos; to work in a positive way and to feedback fully to the organisation.
- To attend meetings with other staff as required.
- To build up and maintain links with relevant agencies.

- To attend external meetings as and when required.

General duties:

- To undertake any other responsibilities, tasks or activities as reasonably required.
- Work at all times with the best interest of WCF in mind.
- Ensure that any action or comments made on behalf of or representing WCF will not cause bringing the organisation’s name into disrepute.
- To attend regular supervision sessions with Supervisor /Line Manager

Other Comments – the job holder:

- Must keep up to date with new methods and undertake any necessary internal or external training in accordance with company procedure/policies and Covid compliance as per Government guidelines as needed.
- Has a statutory duty to observe all health and safety rules and take all reasonable care to promote the health and safety at work of themselves and their fellow employees. The Job Holder must report any health and safety issues immediately to their Line Manager in writing.
- Will be required to demonstrate positive attitudes and values towards others and work in a non-discriminatory way.
- This position is subject to the DBS enhanced disclosure

Persons Specifications

Experience	Essential	Desirable
Experience in a similar or related position, preferably in the charity sector.		X
Experience of developing, implementing and managing an effective communications strategy across a diverse organisation	X	
Experience of developing, managing and promoting organisational brand awareness.	X	
Experience of managing media relations and press releases	X	
Experience of managing social media platforms and digital communications to promote audience engagement, acquisition and retention.	X	
Experience in marketing and fundraising communications		X
Experience of working across organisational teams / departments to coordinate content and communications.		X
Writing Press releases and succeeding in getting press coverage.	X	
Working across a range of digital platforms including social media.	X	
Skills		
Excellent interpersonal & communication skills with the ability to create engaging and inspiring content across digital and print platforms for diverse audiences.	X	
Excellent organisational, project management and time-management skills with the ability to work effectively to deadlines, meet targets and achieve demonstrable results.	X	

Excellent ICT skills – competent in the use of Microsoft Office & social media platforms & video editing & creation	X	
Excellent written and proofreading skills with exceptional attention to detail and accuracy	X	
Excellent networking and partnership building skills	X	
Ability to organise a busy workload and prioritise tasks to meet deadlines.	X	
Qualified to degree level in a related field.		X
Knowledge		
Knowledge and understanding of BME Communities, needs, issues and understanding of policy and digital trends within the third sector		X
Sound knowledge of the BAME communities and third sector in Wales.	X	
Understanding of content management systems.		X
Understanding of user needs and designing digital solutions to meet them.	X	
An understanding of the impact of climate change and how it effects people in Wales and around the globe.		X
An understanding of Welsh Government policy as it relates to climate and environmental issues		X
Producing and editing digital content for a variety of audiences on e.g. Canva and other platforms.	X	
Other requirements		
A strong commitment to the ethos, vision and values of Women Connect First	X	