



Asedau Segur
Cymau Cynaliadwy Cymru

Dormant Assets
Sustainable Steps Wales

Ddarperir gan
CRONFA GYMUNEDOL
LOTERI GENEDLAETHOL

Delivered by
THE NATIONAL LOTTERY
COMMUNITY FUND

**Position: Project Coordinator
Diversifying Voices on Climate Change**

**Duration: Up to April 2026 (subject to
funding)**

Contracted hours: 21 hours per week

Responsible to: Project Manager

Salary: £26,250 FTE; £17,696 Pro-rata

**Responsible for: Project
workers/volunteers**

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

Working hours: 21 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 Project Coordinator will assist the DVCC Project Manager to coordinate and oversee the delivering of project goals and targets in a timely and effective manner.

MAIN DUTIES AND RESPONSIBILITIES

- Encourage and manage the smooth transition of participants into the Diversifying Voices project from the now completed Green Connect Project.
- Employ effective outreach strategies to ensure that more women and girls from diverse communities have opportunities to get involved in the Diversifying Voices project.
- Recruit volunteers to become Community Climate Change Champions.
- Recruit volunteers to train in media production.
- Manage project sessional workers and volunteers.
- Manage and implement together with the project team, a programme of workshops and events to educate, inform and facilitate increased involvement of women and girls from diverse communities in action to combat climate change.
- Manage the projects social media output, promoting positive images of BAME women and girls as Community Climate Change Champions.
- Work creatively and collaboratively with partner organisations, including Wales TUC and media production partners.
- Build effective partnerships with other organisations who are in pursuit of similar goals.
- Work with other issue-based projects such as energy and cost of living related to highlight the links to climate change.
- Manage partnerships and conduct regular stakeholder meetings.
- Facilitate meetings face to face and online.
- Ensure that the diverse voices of women on climate change are amplified and communicated to policy makers and others.
- Maintain accurate up-to-date records of project activities and participation that enable effective monitoring, control and evaluation of the project's activities and findings.
- Maintain efficient administrative systems, including client records and a database that comply with the data protection policy.
- Produce regular reports on project activity to external partners and funders.

- Ensure sessional staff/ volunteer timesheets and expenses are submitted on time for monthly payroll processing.
- Monitor the organisation's own progress towards Net Zero.

Other Related Duties

- Adhere to and keep up-to-date with organisational policies, guidelines and procedures and best practice requirements.
- Represent Women Connect First in a knowledgeable and professional manner at all times.
- Maintain appropriate professional boundaries at all times.
- Participate in regular supervision, team meetings and other meetings as required.
- Identify own training and development needs in conjunction with your line manager and participate in training opportunities as directed.
- Undertake any such additional duties as necessary in relation to the role or as requested by the Project Manager.

PERSON SPECIFICATION

Experience
Experience of project coordination in a community setting
Experience of working in environmental/social action projects
Experience of working with people from diverse backgrounds in a 1-1 and group setting
Experience of developing and maintaining successful relationships with internal and external stakeholders
Skills
Excellent verbal and written communication skills, including accuracy and attention to detail
Excellent listening and interpersonal skills with the ability to identify the needs and interests of client groups
Excellent technical literacy of Microsoft Applications e.g., Word, Excel, and Outlook
Ability to apply sound judgement when confronted with new or unique problems, interpreting and working within policies
Ability to work independently with minimal supervision, able to meet deadlines and deal with competing priorities and demands

Demonstrate a commitment and enthusiasm for working with our client group
<ul style="list-style-type: none"> • Good communication and interpersonal skills capable of maintaining strong relationships. • Strong organisational and multi-tasking skills. • Excellent analytical and problem-solving abilities. • Team-management and leadership skills. • Project Planning and delivery skills
Knowledge
Understanding the needs and position of people from diverse backgrounds
A personal commitment to equal opportunities and an ability to achieve results in this area
Knowledge and understanding of safeguarding responsibilities associated with vulnerable adults
An understanding of the impact of climate change and how it effects people in Wales and around the globe.
An understanding of Welsh Government policy as it relates to climate and environmental issues
Knowledge and professional understanding of risk assessment
Qualifications
Degree or equivalent

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.
- Has a statutory duty to observe all health and safety rules & Covid regulations 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.
- Post is subject to clearance of DBS checks.