



Asedau Segur  
Camau Cynaliadwy Cymru

Dormant Assets  
Sustainable Steps Wales

Ddarperir gan  
CRONFA GYMUNEDOL  
LOTERI GENEDLAETHOL

Delivered by  
THE NATIONAL LOTTERY  
COMMUNITY FUND

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

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

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**Contracted hours: 35 hours per week**

**Responsible to: Project Manager**

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**Salary: £26,250**

**Responsible for: Engagement officer & 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.

## THE PROJECT

**Diversifying Voices on Climate Change (DVCC)** is a three-year Lottery funded project starting from June 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: 35 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:**

The following is typical of the duties the post-holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

### **Project Delivery:**

- Oversee the management and delivery of the DVCC project operational activities on the day – to - day basis.
- 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.
- Manage and implement 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.
- Ensure that the diverse voices of women on climate change are amplified and communicated to policy makers and others.
- Manage the projects social media output, promoting positive images of BAME women and girls as Community Climate Change Champions.
- Coordinate the promotion of the project amongst women & families from a variety and diverse of communities in Cardiff and its surrounding areas, encouraging participation in the different activities offered by the project

### **Managing relationships:**

- Manage the DVCC team by providing support to the Engagement officer, sessional staff & volunteers as required
- Recruit volunteers to become Community Climate Change Champions & to train in media production.
- Work creatively and collaboratively with partner organisations, media production partners etc.
- Coordinate the activities of the project by liaising with other organisations, external stakeholders & venues.

- Build effective partnerships with other organisations who are in pursuit of similar goals.
- Build and influence external relationships, including analysing and communicating complex information to a wide range of different internal and external audiences.
- 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.

Reports & Paper work:

- Maintain efficient administrative systems, including client records and a database that comply with the data protection policy.
- Ensure that the DVCC team understand their commitments regarding collecting and provision of quality data.
- 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.
- Work with the Monitoring, Evaluation and Learning consultant for this project to ensure that the project actions are delivered and that robust evidence is gathered on impact.
- Produce regular reports on project activity for external partners and funders.
- Ensure sessional staff/ volunteer timesheets and expenses are submitted on time for monthly payroll processing.

Other Related Duties:

- Monitor the organisation's own progress towards Net Zero.
- 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

POST: PROJECT MANAGER		
REQUIREMENTS	ESSENTIAL	DESIRABLE
EDUCATIONAL ATTAINMENT	<ul style="list-style-type: none"> <li>• Educated to a Degree level</li> </ul>	<ul style="list-style-type: none"> <li>• Prince2 Project Management</li> </ul>

<p>KNOWLEDGE REQUIRED</p>	<ul style="list-style-type: none"> <li>• Understanding of Welsh government policy &amp; issues around climate change, the environment.</li> <li>• An understanding of the impact of climate change and how it effects people in Wales and around the globe.</li> <li>• Knowledge on amplifying voices of diverse groups</li> <li>• Knowledge of issues relating to the charity sector</li> <li>• Understanding and knowledge of community development approaches and processes</li> </ul>	
<p>EXPERIENCE REQUIRED</p>	<ul style="list-style-type: none"> <li>• Experience of project coordination or management in a community setting</li> <li>• Experience of working in environmental/social action projects</li> <li>• Experience of working with marginalised communities</li> <li>• Experience of coordination workshops &amp; sessions</li> <li>• Experience of developing and maintaining successful relationships with internal and external stakeholders</li> <li>• Experience of working with Black &amp; Ethnic Minority communities</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of monitoring and evaluation</li> <li>• Experience of working with service providers in the voluntary, private and public sectors.</li> <li>• Experience of developing high quality project proposals</li> <li>• Previous experience of overseeing , managing /supervising staff</li> </ul>
<p>SKILLS AND APTITUDES REQUIRED</p>	<ul style="list-style-type: none"> <li>• Strong coordination skills</li> <li>• Team-management and leadership skills.</li> <li>• Project Planning and delivery skills</li> <li>• Good organisational skills</li> <li>• Excellent interpersonal skills</li> <li>• Ability to communicate complex information</li> <li>• Good IT skills</li> <li>• Excellent influencing skills</li> <li>• Ability to delegate work</li> <li>• Good analytical skills</li> <li>• Strong gender and race analysis skills</li> <li>• Report writing skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to communicate in the Welsh language or any other language.</li> </ul>

<p>PERSONAL QUALITIES REQUIRED</p>	<ul style="list-style-type: none"> <li>• Commitment to promoting equal opportunities</li> <li>• Able to plan and prioritise own workload and work to deadlines</li> <li>• Self-motivated</li> <li>• Able to organise and chair meetings</li> <li>• Ability to communicate at all levels</li> <li>• Ability to build relationships with a wide range of audiences, including those for whom English is not the first language</li> <li>• Proactive approach to the role</li> </ul>	
<p>OTHER</p>	<ul style="list-style-type: none"> <li>• Desire to continue own personal development</li> <li>• Willingness to work some unsocial hours</li> </ul>	