



APPLICATION PACK

PROJECT WORKER

DIVERSE VOICES ON CLIMATE CHANGE (DVCC) PROJECT

Thank you for your interest in working with **Women Connect First**.

The Job Application Pack, which includes the following documents:

- Organisation overview
- Job Description & Person Specification
- Application process

To apply for this role please complete the application form provided alongside this job pack Please note we are unable to accept CV's in lieu of an application form.

**The deadline for submitting your completed application is:
Thursday, 25th September 2025**

Please return your completed application form by email to:
alexandrea@womenconnectfirst.org.uk

Alternatively, you may post your application to our office address:
Women Connect First, 7 Neville Street, Riverside Cardiff CF11 6LP

Shortlisted candidates will be contacted shortly after the closing date.

We look forward to receiving your application and thank you again for your interest in joining our team.

Thank you
Women Connect First

ORGANISATION OVERVIEW

Women Connect First is a registered charity led by and for Black, Asian and minority ethnic women and girls from diverse communities.

History and Background

Women Connect First was established on 1 March 2001, St. David's Day, to empower Black, Asian and minority ethnic women in Cardiff and South East Wales by offering a range of services and training in order to improve their livelihoods and employability. The organisation has moved on since and has expanded its services.

Vision

The structural inequality that holds back Black, Asian and minority ethnic women in Wales is reversed, they and their families realise their full potential and make a positive and welcomed contribution to Welsh society.

Mission

To offer holistic services in a safe space that empower Black, Asian and minority ethnic women and their families, enhances their lives and ensure their voices are heard across Wales in order to improve policy and practice to respond to their needs

Aim

To maximise the participation of Black, Asian and minority women and their families, including those who are Refugee, or Asylum Seekers or from other disadvantaged backgrounds, in opportunities that bring together people from diverse backgrounds to learn together, support each other, shape and influence policy and services and promote greater understanding of and integration into Welsh life.

Our Services

For over two decades, we have worked to improve the lives of ethnically minoritised women and girls from our centre in Riverside, Cardiff — at the heart of the city's diverse communities. Our aim is to maximise the participation of minoritised women and their families in opportunities that bring people together to learn, support each other, influence services, and promote greater understanding and integration into Welsh life.

We provide a wide range of free, holistic services for disadvantaged ethnic minority women, young girls, and children. These include:

- Advice and advocacy
- Physical health and mental wellbeing programmes
- ESOL and ICT classes to promote digital inclusion
- A community café
- Services for older women
- Volunteering opportunities
- A crèche and after-school clubs

Our approach combines direct support with strategic policy engagement. Alongside our practical services, we empower women to influence change through research, consultation, and peer-led policy work on issues such as housing, the cost of living, in-work poverty, women's health and other issues affecting our communities.

Volunteers are at the heart of our work and play a vital role in strengthening the organisation and extending our reach into the community. Through their time, skills, and lived experience, they help us deliver services, build connections, and create a strong sense of solidarity and mutual support among the women and families we serve.

We are committed to amplifying the lived experiences of ethnically minoritised women to drive structural change. We are also actively engaged in climate action through our climate-focused initiatives and projects, ensuring that diverse voices are included in shaping a more sustainable future.

Our Commitment to Equality, Diversity, and Inclusion

Women Connect First is an equal opportunities employer and proudly embraces diversity within our workforce. We actively promote equality and inclusion, challenge discrimination, and work to create an environment where everyone is supported to thrive and reach their full potential.

Safeguarding Statement

Women Connect First is committed to the safeguarding and welfare of all individuals we work with—particularly vulnerable women, children, young people, and adults at risk.

All staff share a collective responsibility to ensure a safe, respectful, and inclusive environment for everyone.

Job Description

Position: Project Worker – Diversifying Voices on Climate Change (DVCC)

Salary: £15,595 per annum (FTE £25,993)

Contracted Hours: 21 hours per week

Location: Office-based in Riverside, Cardiff CF11 6LP

Duration: Fixed-term until November 2026 (subject to funding)

Reports to: Project Manager

Notes:

- Other benefits include: Pension, holidays and employee assistance programme offered
- Successful candidate will have to produce evidence of their right to work in the UK.
- Successful candidates will need to undergo an enhanced DBS check.

Our Commitment to Equality, Diversity, and Inclusion:

Women Connect First is an equal opportunities employer and proudly embraces diversity within our workforce. We welcome applications from individuals of all backgrounds. We actively promote equality and inclusion, challenge discrimination, and work to create an environment where everyone is supported to thrive and reach their full potential.

Safeguarding Statement:

Women Connect First is committed to the safeguarding and welfare of all individuals we work with—particularly vulnerable women, children, young people, and adults at risk. All applicants must be willing to undergo appropriate safeguarding checks, including employment references and, where required, a Disclosure and Barring Service (DBS) check. All staff share a collective responsibility to ensure a safe, respectful, and inclusive environment for everyone.

Project Overview

Diversifying Voices on Climate Change (DVCC) is funded by The National Lottery Community Fund Sustainable Steps programme. The 3-year project started in June 2023 to address the lack of representation in climate action and awareness efforts. It aims to remove barriers and amplify the voices of Black, Asian, and minority ethnic women, children, and young people in Wales regarding climate change.

The project delivers workshops, ECO clubs, and community-led campaigns that engage people from diverse backgrounds, challenging stereotypes about who engages in climate work and how environmental action is shaped.

About the Role

We are looking for a motivated and community-driven Project Worker to support the successful delivery of the DVCC project. The post holder will lead on outreach and engagement, particularly with women, children, and young people from diverse communities, and will also provide essential administrative, logistical, and digital content support.

You will work closely with the Project Manager & DVCC project team to plan and deliver workshops, recruit participants and climate champions, and ensure that all activities are effectively documented, evaluated, and reported.

Key Responsibilities

Outreach & Engagement

- Proactively engage and recruit women, children, and young people from diverse ethnic minority communities in Wales.
- Build and maintain partnerships with local community organisations, schools, and stakeholders to widen project reach.
- Support the recruitment and development of Community Climate Change Champions and project volunteers.
- Develop culturally sensitive outreach materials and tailored messaging for different community groups.

Project Delivery & Facilitation

- Organise and facilitate face-to-face and online workshops, information sessions, and events on climate change awareness and action.

- Coordinate logistics including venues, tutors/speakers, participant registration, and feedback collection.
- Support and co-deliver ECO Clubs and intergenerational activities focused on nature, sustainability, and climate education.
- Maintain high standards of inclusivity, accessibility, and cultural relevance in all project activities.

Administrative & Digital Support

- Provide administrative support such as scheduling, email and phone correspondence, record keeping, and database management.
- Create high-quality publicity materials including flyers, videos, images, and social media content to highlight project impact.
- Support monitoring and evaluation processes by collecting attendance data, case studies, and feedback.
- Prepare reports and contribute to steering group meetings and funder evaluations as required.

Collaboration & General Duties

- Work collaboratively with other projects and services offered by Women Connect First to ensure a holistic and joined-up approach.
- Represent the organisation professionally at meetings, networks, and community events.
- Adhere to all WCF policies including safeguarding, GDPR, equality and diversity, and health & safety.
- Undertake any other reasonable duties assigned by the Project Manager.

Person Specification

Essential Experience

- Minimum 2 years' experience working with people in community settings.
- Experience of working with or supporting diverse communities.
- Experience in outreach, engagement, and relationship-building with hard-to-reach groups.
- Experience in organising community events, workshops, or youth activities.
- Office or project administrative experience, including using MS Office.

Desirable Experience

- Experience of working with children and young people (e.g. in schools, youth groups, or clubs).
- Experience of working with volunteers and community champions.
- Experience of creating digital or social media content for outreach or education.
- Experience of working within the third sector or a community development setting.

Essential Skills & Abilities

- Excellent communication skills (written and verbal), with the ability to engage a wide range of audiences.
- Cultural competence and sensitivity to the needs of diverse communities.
- Strong organisational and time-management skills; ability to work under pressure and meet deadlines.
- Confidence using Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Ability to work flexibly, independently, and as part of a team.
- Commitment to climate justice, equality, and empowerment of underrepresented groups.

Desirable Skills & Abilities

- Skills in Canva, video editing, or content creation platforms.
- Knowledge of environmental justice or climate change as it relates to social inequality.
- Fluency in Welsh or a relevant community language (e.g. Somali, Urdu, Arabic, Bengali).
- Understanding of safeguarding and data protection (training will be provided if not yet completed).

Qualifications & Additional Requirements

Essential

NVQ Level 2 or equivalent

Willingness to work evenings/weekends as required

Enhanced DBS Check (mandatory)

Desirable

Safeguarding Certificate (Children/Vulnerable Adults)

First Aid Training

APPLICATION PROCESS

If you are passionate about improving the lives of women from diverse communities in Wales and meet the above criteria, we would love to hear from you.

To apply for this role please complete the application form provided alongside this job pack Please note we are unable to accept CV's in lieu of an application form.

**The deadline for submitting your completed application is:
Thursday, 25th September 2025**

Application Forms:

Application forms can be found on our website at <https://womenconnectfirst.org.uk/job-offer/> or you can request a copy by emailing alexandrea@womenconnectfirst.org.uk

Please return your completed application form by email to:
alexandrea@womenconnectfirst.org.uk

Alternatively, you may post your application to our office address:
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Shortlisted candidates will be contacted shortly after the closing date.

For further details or any enquiries related to the job role, please contact our office at **02920 343154** between Monday – Friday 9.00am-4.00pm or visit our website at www.womenconnectfirst.org.uk.

GDPR Privacy Notice

In line with the UK General Data Protection Regulation (UK GDPR), Women Connect First is committed to protecting your personal data.

The information you provide during the recruitment process will be used solely for the purpose of assessing your suitability for the role, processing your application, and contacting you about the recruitment process.

By submitting your application, you consent to this use of your data. If you are successful, your data will become part of your employment record.

For any queries or to request the removal of your data, please contact:
admin@womenconnectfirst.org.uk