



APPLICATION PACK

PROJECT WORKER

GOLDEN YEARS – LET’S AGE WELL 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:
MONDAY, 26th January 2026**

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 – Golden Years / Let's Age Well Project

Hours: Part-time, 21 hours per week

Salary: £14,905.80 per annum (pro-rata, FTE £24,843)

Location: Cardiff-based (office and community settings)

Contract: Fixed-term until March 2027 (subject to funding)

Reports to: Project Manager

Note: Due to the nature of the role, this position is open to female applicants only. This is a genuine occupational requirement in accordance with the Equality Act 2010.

Benefits

- Pension scheme
- Annual leave entitlement
- Employee Assistance Programme

The successful candidate will be required to provide evidence of their right to work in the UK and 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

Golden Years – Let's Age Well is a community-based project supporting and empowering older women from diverse ethnic minority communities. The project aims to improve physical health, emotional wellbeing, confidence, and social connection through a range of physical activity sessions, wellbeing workshops, and social engagement activities. The project plays a vital role in reducing isolation and promoting active, healthy ageing.

About the Role

We are seeking a motivated, organised, and community-focused **Project Worker** to support the delivery of the Golden Years – Let's Age Well project. The post holder will lead on outreach and engagement with older women, act as a key point of contact for participants, and provide essential administrative and logistical support to ensure activities are delivered effectively and inclusively.

You will work closely with the Project Manager, sessional workers, tutors and partners to recruit participants, coordinate activities, maintain accurate records, and contribute to monitoring and reporting requirements.

Key Responsibilities

Outreach & Engagement

- Proactively engage and recruit older women from diverse communities into the Let's Age Well project.
- Build trusted relationships with participants and act as a key liaison between the project and local communities.
- Provide clear, accessible information about project activities and support participants to engage confidently.
- Support participants with registration processes and address day-to-day queries sensitively and confidentially.

Project Delivery & Coordination

- Support the planning, organisation, and delivery of physical activity sessions, wellbeing workshops, ESOL, digital skills and other courses, consultations, focus groups and social activities.
- Coordinate logistics including venue bookings, tutor/instructor arrangements, participant registration, and refreshments.

- Attend project sessions and events to provide on-the-day support where required.
- Ensure activities are inclusive, accessible, and culturally appropriate for older women.

Administrative & Monitoring Support

- Maintain accurate and up-to-date records of participants, attendance, activities, and feedback in line with GDPR.
- Manage spreadsheets, databases, and monitoring tools to support project reporting.
- Respond to telephone, email, and written enquiries in a professional and timely manner.
- Support monitoring and evaluation by collecting feedback, case studies, and attendance data.
- Prepare meeting papers and take minutes when required.

Collaboration & General Duties

- Attend supervision sessions, staff meetings, and training as required.
- Maintain and update contact lists, mailing lists, and networking databases.
- Represent Women Connect First professionally at meetings and community events.
- Work collaboratively with other WCF projects to ensure a joined-up approach to service delivery.
- Adhere to all organisational policies including safeguarding, equality and diversity, health & safety, and data protection.
- Undertake any other reasonable duties as requested by the Project Manager.

Person Specification

Essential Experience

- Minimum of 2 years' experience working with older women in community, voluntary, health, or support settings.
- Experience of working with women from diverse communities, with an understanding of the cultural, social, and structural barriers faced by older women.

- Proven experience in outreach, engagement, and relationship-building with older women, including those experiencing social isolation, language barriers, or poor health.
- Experience of planning, organising, and delivering activities for older women, such as wellbeing sessions, peer-support groups, workshops, or community events.
- Experience of project or office administration, including monitoring participation, maintaining accurate records, and using Microsoft Office (Word, Excel, Outlook, PowerPoint).

Desirable Experience

- Experience of supporting older women with multiple or complex needs, including loneliness, long-term health conditions, caring responsibilities, or digital exclusion.
- Experience of working with volunteers, peer supporters, particularly older women volunteers.
- Experience of working within the third sector, women's organisations, or community development settings.
- Experience of producing accessible outreach materials (digital or printed) tailored for older women.

Essential Skills & Abilities

- Excellent verbal and written communication skills, with the ability to communicate clearly, patiently, and respectfully with older women from diverse cultural backgrounds.
- Strong cultural competence and gender awareness, with sensitivity to faith, language, migration histories, and lived experiences of older women from diverse communities.
- Ability to build trusting, supportive relationships and work in a trauma-informed, person-centred way.
- Strong organisation and time-management skills, with the ability to plan activities, administrative tasks and meet reporting deadlines.
- Confidence using Microsoft Office and basic digital tools for monitoring, reporting, and communication.
- Ability to work independently, flexibly, and collaboratively as part of a team.
- Strong commitment to gender equality, age equality, and the empowerment of older women, with an understanding of intersectional discrimination.

Desirable Skills & Abilities

- Knowledge of healthy ageing, menopause/post-menopause wellbeing, mental health, and social connection for older women.
 - Awareness of environmental or climate-related issues affecting older women's health and wellbeing (e.g. fuel poverty, housing conditions, extreme weather).
 - Fluency in Welsh or a relevant community language (e.g. Somali, Urdu, Arabic, Bengali).
 - Understanding of adult safeguarding and data protection principles (training will be provided if required).
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Qualifications & Additional Requirements

Essential

- Willingness to work flexibly, including occasional evenings or weekends to meet the needs of older women in the community.
- Enhanced DBS check (mandatory).

Desirable

- Safeguarding Certificate (Vulnerable Adults).
- First Aid Training.

Closing Date

Monday, 26th January 2026

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:
MONDAY, 26th January 2026.**

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:
Women Connect First, 7 Neville Street, Riverside Cardiff CF11 6LP

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