

JOB DESCRIPTION

Job Title	: Development Officer – Collaborative – Community Ownership Support Service (C-COSS)
Reporting to	: Development Manager – CRT Support (Wales)
Based at	: Tredegar or Penywaun
Delivery areas	: Coalfields Priority Areas - Wales
Salary	: £37,777
Funding	: Funded until 30 th June 2028 via National Lottery Community Fund
Benefits	: Contributory pension, generous holiday allocation, and wellbeing offer

Purpose of the Post

The primary objective of this role is to deliver high-quality business advice and strategic support to safeguard, enhance and sustain community assets within coalfield areas.

The post-holder will be required to navigate the complexities of Community Asset Transfer (CAT) by facilitating discussions between transferors and transferees. You will empower local stakeholders by providing bespoke resources, diagnostic toolkits and access to training and workshops designed to streamline the asset transfer journey, supporting the Trust's Strategy to assist in protecting and developing community assets and services.

The insights gained from the post will help establish a 'Centre of Excellence' for community assets. By working collaboratively across the public, private and third sectors, the post-holder will play a leading role in elevating national practice and fostering a culture of continuous learning, ensuring a lasting legacy of support and resources for organisations who are responsible for managing a community asset.

To assist the Trust to identify and participate in a key number of local and national strategic partnership projects, programmes and initiatives which have the potential to make a special contribution to the regeneration of coalfield communities.

To support quality, which is embedded in the management system to national and international standards and regulations, by complying to established processes. Review programme documents annually and suggest changes to the custodian in accordance with document control.

Key Responsibilities

Community Ownership & Asset Development:

- Provide high-quality development support to community organisations to help them acquire, manage, and sustain community assets.
- Support organisations through key stages of Community Asset Transfer (CAT), including feasibility, governance, and long-term sustainability planning.
- Facilitate effective engagement between transferors, community organisations, and key stakeholders to support successful asset ownership outcomes.

Development Support & Sustainability:

- Assess organisations capacity and identify development needs to strengthen resilience, and long-term viability.
- Support organisations to become investment-ready through business planning, financial planning,

and project development.

- Provide access to appropriate tools, resources, and support to enable informed decision-making.

Programme Delivery & Impact:

- Deliver programme activity in line with agreed objectives, outputs, outcomes, and funding requirements.
- Monitor and report on progress, ensuring accurate data capture and evidence of impact across supported organisations.
- Contribute to achieving programme targets linked to community asset sustainability and regeneration outcomes.

Partnership Working & Sector Engagement:

- Build and maintain strong relationships with public, private, and third sector partners.
- Represent CRT within local and national networks to support collaboration and knowledge sharing.
- Identify opportunities to contribute to wider strategic initiatives that support community ownership and regeneration.

Learning, Best Practice & Capacity Building:

- Contribute to the development and delivery of training, workshops, and guidance for community organisations.
- Support the sharing of best practice and learning across the community ownership sector.
- Contribute to the development of a 'Centre of Excellence' approach by capturing insights and informing continuous improvement.

Corporate Contribution:

- Contribute towards the delivery of the Trust's Strategy, Operational plan and overall objectives by delivering approved programmes to meet: spend, output and outcome targets.
- Liaise with other programme staff and departments to co-ordinate project activity and investment opportunities and contribute to corporate goals, ensuring the Trust delivers excellent capacity building support and quality investments.
- Contribute to the promotion of CRT's activities in Wales.
- Assist in the preparation and presentation of reports.

Main Requirements of the Post

Creativity & Innovation – Regular use of creative skills to resolve, routine issues encountered within the role and amend existing approaches/procedures to fit in with evolving needs and comply with new legislation; interpreting general guidelines when required.

Contacts & Relationships - Routinely exchange information and provide clear explanations/detailed advice on general and specialised matters; tailoring the communication accordingly without lessening comprehension. Use specialist knowledge to identify the best course of action, weighing pros and cons and clearly explaining the reasoning behind the proposed course of action. Develop one to one client relationships over a period of time.

Situations encountered are generally not straightforward and may involve a certain level of complexity and public speaking. The outcome can have a material effect on the person, service or organisation contacted.

Decisions - Make decisions from within established parameters, referring to guidelines, which will have a material effect on internal operations. Prioritise work and resolve the majority of problems

encountered within the role, only referring problems which are very difficult, unusual or require specialist input.

Resources – Accountable for the use and safekeeping of data systems and small items of equipment, maintaining adequate data protection measures and ensuring confidentiality is observed at all times.

Work Demands – Able to occasionally switch from one task to another, in a different area of work and rarely resolve conflicting priorities arising from management of budgets/resource needs.

Knowledge & Skill – Detailed level of knowledge and skills to undertake advanced tasks relating to the management of a variety of programmes for instance grant management, development support and asset transfer.

Able to manage programmes and projects.

Provide governance and community development support to the voluntary sector.

A detailed understanding of current: policy, funding and investment regimes.

Authorities of the Post

The Trust's Senior Leadership Team have assigned authorities for all roles. These authorities are detailed in a separate authorities log and applicable policies and procedures.

