



37 Kingsmills Road
Wrexham
LL13 8NH

01978 262588
www.tcc-wales.org.uk
office@tcc-wales.org.uk

Job Description

Collaboration Project Coordinator – Part-Time

Contract: This position is a two-year fixed term contract funded by Lloyds Bank Foundation

Hours: 16 hours per week

Salary: £11,856 (£27,434 FTE)

Location: We operate a hybrid working system with some remote working (dependent on project requirements). Travel across Wrexham County Borough will be required with the expectation of some evening/weekend work. The three collaboration partners have offices in Wrexham and in-office working hours will be split between these locations.

Benefits include:

- 10% of annual salary employer contribution to pension scheme
- 23 days annual leave plus bank holidays pro-rata (increasing one day per year of service up to a maximum of 30 days plus bank holidays)
- Use of laptop and phone for work to allow for home/remote working
- Training and development opportunities (local, regional, and national)
- Travel expenses paid at 45p a mile
- Access to online employee assistance programme
- A chance to be part of the longest established community organising group in the UK.
- Ability to create real change in local communities
- Opportunity to shape the organisation and bring in your own ideas

Will receive support and supervision from: Collaboration Partners

Line management responsibility: None

Closing date for applications: Midday on Wednesday 5th June 2024.

Shortlisting will take place on Friday 7th June.

Interview dates: 21st and 24th June.

To apply: Email a completed application form with your CV and a covering letter to Sue Williams: sue@tcc-wales.org.uk. CVs should include clear details of qualifications held and past work experience. Confirmation of receipt of application will be sent within two working days.

TCC is an equal opportunities employer and welcomes applications from all suitably qualified individuals, regardless of race, gender, disability, religion/belief, sexual orientation, or age.

For a confidential discussion, please contact 01978 262588 to speak to Sue Williams or Ruth Marshall.



Charity no/rhif elusen: 1086434
Company no/rhif cwmni: 04033853



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Organisation background

Background and purpose of the job

This is an opportunity to lead an exciting partnership in Wrexham between TCC, Wrexham Citizens Advice, and Wrexham Foodbank. This collaboration project will work to reduce poverty and the impact of poverty on people living in Wrexham County Borough. The project coordinator role will be supported by management in the three partnership organisations, but you will be expected to be able to think strategically and work independently. There will be a 3-month probation review.

TCC

TCC is the longest established community organising group in the UK, and tackles social injustice by supporting diverse communities to gain the power they need to enact change. We do this through community organising: bringing together local groups and supporting them to set their own agenda, take action, and improve their communities. Our members include different faith groups, community organisations, and schools from across Wrexham, Flintshire, and Denbighshire. Any of our members can raise an issue for TCC to work on, meaning we are a truly democratic, grassroots-led organisation.

TCC believes that a greater diversity of views, skills, and lived experience will help generate better ideas, and will lead to better decision making. We want to encourage applicants with a diverse range of backgrounds to apply.

Wrexham Foodbank

Wrexham Foodbank is a frontline organisation in tackling poverty and provides emergency food and other essential items to families and individuals following a referral from a partner agency.

As a Trussell Trust Pathfinder Foodbank, the organisation is committed to working strategically, creatively, and collaboratively to reduce the number of referrals and in the long term the need for the foodbank.

Wrexham Citizens Advice

For over 60 years Citizens Advice Wrexham has been providing the advice that people need to support them with the issues they are facing and advocating for improvements to policies and ways of working that impact on people's lives. We provide free, independent, confidential and impartial advice to people so they are aware of their rights and responsibilities.

The role

You will be responsible for the management and coordination of the project including budgeting, planning and implementation, monitoring, and evaluation. You will coordinate the project partners and wider stakeholders to support an influencing campaign in Wrexham funded by Lloyds Bank Foundation.

Key tasks will include:

- Raising awareness of the problem of poverty and its structural causes amongst those living and working in the county
- Making local elected officials, policy makers, and local organisations aware of the drivers of poverty and encourage them to take steps to alleviate these drivers



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- Running community workshops, training, and other engaging activities to partner with people, including those with lived experience of turning to poverty support organisations (such as a food bank)
- Think strategically about how best to bring about change locally, working with a range of stakeholders, and enabling local people to engage with local policy makers
- Collaborative working – bringing the partner organisations together in a strategic and creative way
- Coordinating the setting of agreed project milestones with partners and track progress
- Being the main point of contact for all partners
- Coordinating partnership meetings (confirming chair, finding meeting venue, sending invites, setting meeting agendas, and distributing notes)
- Preparing presentations and reports with input from all partners
- Coordinating and implementing monitoring and evaluation of the project
- Being the main point of contact for funder
- Managing project budgets and finances alongside the project finance lead
- Ensuring people with lived experience and grassroots organisations can input meaningfully

About you:

- Experience of project coordination
- Experience of bringing people together to achieve change
- Understanding of poverty in the local area
- Experience of working with people with lived experience of poverty
- Experience of working in line with safeguarding and GDPR policy
- Excellent communication skills and experience of report writing

Project Partners:

- TCC (Trefnu Cymunedol Cymru / Together Creating Communities)
- Wrexham Foodbank
- Wrexham Citizens Advice
- Wrexham Financial Justice Group

Terms and conditions

- 16 hours per week
- 2 year fixed-term contract
- You will be employed by TCC (Trefnu Cymunedol Cymru/ Together Creating Communities)
- Annual leave starting at 23 days holiday per annum pro-rata (plus statutory bank holidays pro-rata), increasing 1 day per year of service up to a maximum of 30 days pro rata
- A pension contribution of 10% of salary, subject to the employee contributing 5%
- 3-month probationary period



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Person specification

Essential experience and qualifications

- Experience of running community development and engagement activities
- Understanding of the local political landscape
- Good project coordination skills and the ability to balance a range of priorities
- Experience of working with vulnerable or marginalised people
- Excellent interpersonal skills – a clear communicator and listener with both individuals and groups of people
- Committed to and experienced in working collaboratively and inclusively with a wide range of people
- Understanding of the challenges faced by people who are in food poverty such as impact on mental health, housing issues, barriers to employment and debt
- Ability to work some evenings and weekends with possible overnight stays
- Experience or knowledge of using translation services

Desirable experience and qualifications

- Proven experience of working in a project role
- Experience of working directly with diverse communities
- Experience of working with a charity or campaigning group
- Qualifications equivalent to level 2 in English and Maths, e.g. GCSEs grades A*- C

Essential Skills and Qualities

- Excellent communication skills (both written and oral) with an eye for detail and accuracy
- Able to understand and communicate social impact
- Able to support people to be able to tell their stories in a powerful and effective way
- Self-motivating, can work on own without supervision, can manage own time and meet deadlines efficiently
- A strong commitment to the collaboration partners vision and values.
- Willingness to undergo training.

Desirable Skills, Qualities and Qualifications

- An ability to speak a second language.
- Good knowledge of the Welsh political context and Welsh media.
- Familiar with Office 365 and SharePoint.
- Degree level qualification or equivalent – preferably in a relevant field.



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