



Wales Co-operative Centre
Canolfan Cydweithredol Cymru

As a leading organisation for social enterprise and co-operative development in the UK, and with substantial experience tackling poverty and exclusion, our work is at the top of the political agenda. The Wales Co-operative Centre has the opportunity to provide ambitious solutions to the challenges facing the economy and society of Wales. As an equal opportunities employer, we now invite applications from all sections of the community for the post of:

Project Officer: Cohousing Powys

- Project Purpose:** To raise awareness through public engagement, and offer support and advice to new and existing organisations looking to develop Co-operative/community led housing, in particular co-housing schemes in Powys.
- Job Purpose:** To create awareness and increase demand for the provision of Cohousing in Powys. Provide development support to schemes as they progress through the life stages, and co-ordinate technical and expert advice available through the Co-operative Housing Project.
- Starting Salary:** £31,105 per annum (£15,553 pro rata)
- Contract:** Fixed term to 31st March 2020 with the possibility of extension. This post is funded by Powys County Council and Welsh Government.
- Hours:** 17.5 hours per week
- Location:** Homebased (Powys) with hot desking available at Council offices around Powys. The role covers the whole of Powys with occasional travel to our head office in Caerphilly.
- Closing date:** 22:00, Friday 18th January 2019

For an application pack, including further information, job description and person specification, please visit <https://wales.coop/careers/current-vacancies/> or alternatively telephone 02920 807113 citing job reference POCH/0119/JL

Please return completed application forms to HR Department, Wales Co-operative Centre, Y Borth, 13 Beddau Way, Caerphilly, CF83 2AX or by email recruitment@wales.coop



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Job Description
Project Officer:
Co-housing Powys

Project Purpose: To raise awareness through public engagement, and offer support and advice to new and existing organisations looking to develop Co-operative/community led housing, in particular co-housing schemes in Powys.

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Accountable To: Project Manager: Co-operative Housing

Role Specific Main Duties and Responsibilities

1. Increase awareness of the benefits of co-housing through the dissemination of information to communities across Powys, by speaking at Town and Community Council meetings, attending meetings of community groups and setting out the potential benefits of co-housing communities for older people.
2. Conduct public consultations with older people to get views on Co-housing.
3. To attend related conferences and events to promote the Co-housing project.
4. Work with council and parish council officers to identify potential local authority or parish council land, and /or existing housing stock that can be allocated to co-housing provision.
5. To take enquiries from embryonic schemes and assist them in identifying the support services they require.
6. To co-ordinate and provide organisational development support and assistance to embryonic and emerging co-housing schemes.
7. To assist co-housing schemes in identifying the support services they require by undertaking reviews.
8. To assist co-housing schemes to develop the competencies, skills and capacity of their board of directors, members and staff.
9. To organise workshops and networks to support the development of co-housing schemes.
10. To prepare monthly progress reports for managers and funders.
11. To work with the marketing team to raise awareness of the project and identify new clients.



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Wales Co-operative Centre Duties and Responsibilities

1. Work co-operatively with other staff and Wales Co-operative Centre programmes to promote the work of the Centre and facilitate achievement of the Vision;
2. Contribute to and represent the values of the Wales Co-operative Centre;
3. Promote and ensure safe working practices in line with Health and Safety requirements;
4. Adhere to all Wales Co-operative Centre policies and procedures;
5. Actively promote diversity within the Wales Co-operative Centre;
6. Play an active role in achieving excellence;
7. Maintain proper records of activity and produce reports as required;
8. Regularly attend and contribute to team meetings;
9. Work flexibly, including early mornings, evenings or weekends as necessary;
10. Travel as necessary to meet the requirements of the post;
11. Undertake professional development as required; and
12. Undertake such other duties appropriate to the level of the post that may reasonably be required.

It should be noted that this job description merely provides a summary of the main duties and responsibilities of the post. It may be subject to periodic review and modification in conjunction with your Line Manager and the HR Manager which may lead to revisions in light of operational requirements.





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Person Specification
Project Officer:
Co-housing Powys

This document outlines the knowledge, skills and behaviours which our ideal candidate will be able to demonstrate. If you feel that you could be the next member of our team, please tell us how you meet the criteria listed in section 1 within your application. Please address each point clearly.

1.0	Role Specific Knowledge / Skills / Behaviours
1.1	Experience of working in housing management (ideally in co-operative/community led housing)
1.2	Experience of supporting clients/organisations to assess their development needs
1.3	Knowledge and understanding of Community led housing models and associated legal models
1.4	Experience of training groups of individuals
1.5	Experience of community engagement
1.6	Experience or understanding of working with co-operative organisations

NB: The ability to communicate in Welsh is a desirable but not an essential criteria for this role

All Wales Co-operative Centre staff are also expected to be able demonstrate the following core skills and behaviours. Some or all of these will be tested at interview stage.

2.0	Core Skills
2.1	Ability to manage own workload, time and diary in order to meet deadlines / achieve outcomes
2.2	Ability to work independently with minimal supervision
2.3	Ability to work calmly and efficiently under pressure
2.4	Ability to work co-operatively and effectively as part of a team
2.5	Ability to competently use MS Office
2.6	Ability to deliver excellent customer service
2.7	Ability to communicate effectively, verbally and in written format, across various audiences
2.8	Ability to build relationships with internal and external stakeholders
2.9	Ability to identify opportunity for innovation and solve problems
2.10	Ability to adapt to change

3.0	Core Behaviours
3.1	Co-operation – work collaboratively for mutual benefit
3.2	Support – give your time, expertise and encouragement
3.3	Fairness – value diversity and democracy
3.4	Integrity – strive to be open and honest in everything that you do
3.5	Positivity – invest your energy on achieving outcomes
3.6	Inspire - stimulate businesses, communities and people to take control and reach their potential
3.7	Punctuality
3.8	Committed to continuous professional development



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