



Wales **Co-operative** Centre  
Canolfan **Cydweithredol** Cymru

The Wales Co-operative Centre is an innovative, forward-thinking organisation, focused on helping Wales to become a better, fairer, more co-operative nation. For almost 40 years we have supported the growth of co-operatives and social enterprises, delivered significant programmes that tackle digital and social inclusion and, more recently, strengthened our commitment to digital leadership and innovation in all areas of our work. We continually seek opportunities to influence and effect change, based on our extensive knowledge and experience across key areas of social and economic policy.

As an equal opportunities employer, we now invite applications from all sections of the community for the post of:

**Business Adviser:  
Community Shares Wales Resilience Project (CSWRP)**

Job Purpose:	To co-ordinate the provision of development support to community shares schemes across Wales and to oversee and manage network development. This role will also be responsible for implementing and sharing best practice with the Sector and Awarding the CS Standard Mark to share offers.
Starting Salary:	£32,362 per annum.
Contract:	Fixed term from 1 <sup>st</sup> October 2020 to 31 <sup>st</sup> March 2023. This post is funded by the National Lottery Community Fund.
Hours:	35 hours per week.
Location:	Any of the Centre's office premises or remote working from home with travel across Wales as required. Regular access to a vehicle will be required for this role.
Closing date:	22:00, Monday 17 <sup>th</sup> August 2020.

To apply, or for more information about us, our culture and values, please visit <http://wales.coop/careers/> or alternatively telephone 02920 807113 citing job reference BACSWRP/0820.





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**Job Description**  
**Business Adviser:**  
**Community Shares Wales Resilience**  
**Project (CSWRP)**

**Project Purpose:** The project will build capacity and resilience within the community shares sector across Wales by empowering more members of the public to take an active role in community ventures through using community shares investment to save and develop community services and assets across Wales.

The long-term goal of the project is to "establish a thriving and resilient community shares market in Wales, led and supported by community members working together to safeguard their local services, assets and facilities for the future."

**Job Purpose:** To co-ordinate the provision of development support to community shares schemes across Wales and to develop and co-ordinate a Community Shares network. This role will also be responsible for implementing and sharing best practice with the Sector and Awarding the CS Standard Mark to share offers.

**This post is funded by the National Lottery Community Fund.**

**Geographic Coverage:** This post will provide support across Wales.

**Accountable To:** Project Manager.

**Role Specific Main Duties and Responsibilities**

1. Provide business counselling and mentoring support to board members, staff and other individuals involved in taking forward community share schemes.
2. Support and advise organisations to undertake consultation and engagement within their community.
3. Support and advise organisations to develop and publicise share documents, including using online tools.
4. Identify and recruit communities in Wales that would benefit from support to deliver community shares schemes.
5. Support the Project Manager to raise awareness about community shares in Wales.
6. Deliver training for intermediaries and community advisers.
7. Support the development of share schemes which achieve change in areas where they have not been widely used.
8. Develop and coordinate a Community shares network for practitioners and intermediaries to raise standards in the quality of share offers and improve communication across the sector.
9. Assess the quality of share offers in line with the Community Shares standard Mark accreditation.
10. "Account Manage" the relationship between the client and other providers of support.



11. Support the Project Manager with monitoring and evaluation by requesting and collecting relevant information.
12. Develop resources for the practitioner network and clients.

### **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.
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 and Corporate Support Manager which may lead to revisions in light of operational requirements.



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.

<b>1.0 Role Specific Knowledge / Skills / Behaviours</b>	
1.1	Licensed Community Shares Practitioner, or alternatively a commitment to achieving this within 12 months of commencing employment*
1.2	Experience of supporting clients to assess business ideas and viability
1.3	Experience of working in a community setting
1.4	Experience of facilitating workshops and training sessions to community groups and/or individuals (face to face and virtually)
1.5	Knowledge and understanding of Community Share schemes
1.6	Understanding of different legal structures for community businesses, particularly societies
1.7	Understanding of the reporting and monitoring requirements associated with funded projects and how this impacts on delivery

\*There will be no cost to the successful applicant

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.

<b>2.0 Core Skills</b>	
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 and online/virtual meeting software such as MS Teams, Zoom, Skype etc
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

<b>3.0 Core Behaviours</b>	
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	Punctual
3.8	Committed to continuous professional development