

## **Job Description**

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|------------------------|--------------------------------------|
| <b>DIRECTORATE:</b>    | Social Services and Wellbeing        |
| <b>DEPARTMENT:</b>     | Prevention & Wellbeing               |
| <b>POST:</b>           | Community Activator                  |
| <b>GRADE OF POST:</b>  | GR08                                 |
| <b>RESPONSIBLE TO:</b> | Local Community Co-ordinator Manager |

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### **JOB PURPOSE:**

The role will require engaging with vulnerable people and groups in the design of bespoke or integrated opportunities and developing community ownership of activities where appropriate. To support the development of project based programmes targeting under represented groups by working with partners to support service users to be more independent utilising secured external funding. To support the prevention & wellbeing agenda linked to the Social Services & wellbeing Act.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Support the development of broader partnerships with community groups to promote integration and reduce the impact of disadvantage on rates of participation for targeted population groups including people with a protected characteristic (age, disability, looked after children, young carers etc.).
- Identify and support a series of community hubs where community programmes for targeted population groups can be successfully operated, supporting volunteers and partners.
- Lead local recruitment of volunteers and partners to participate in workforce development programmes.
- Work with internal partners to develop services and activities that meet the needs of service users to create cost effective services linked to prevention & wellbeing agenda.
- Support a strategic approach to targeting and securing external investment to development and delivery opportunities for under-represented groups (age, disability, LAC, young carers).
- Recognise the important role of the Third Sector and to work collaboratively with the Local Community Co-ordinator's to develop sustainable opportunities.
- Support the delivery of the Active Bridgend Plan, reporting of collective performance to Sport Wales and Welsh Government in relation to investment secured.
- Recognise the changing activity needs of people throughout life and develop opportunities to maintain activity levels supporting health & wellbeing.



## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

### **Criminal Records Check**

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

## Person Specification

### Community Activator

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

| Attributes                                      | Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Essential                            | Method of Evaluation/Testing                                            |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------------------------------------------------------------|
| <b>Qualifications, Education &amp; Training</b> | <ul style="list-style-type: none"> <li>Educated to degree standard or equivalent or an ability to demonstrate competence through experience.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                    | Yes                                  | Production of original Qualification Certificates and application form. |
| <b>Knowledge &amp; Experience</b>               | <ul style="list-style-type: none"> <li>Experience in delivery of public sector services to improve community wellbeing.</li> <li>Experience of managing of resources in the delivery of public services.</li> <li>Experience of working effectively with a wide range of statutory, voluntary and private &amp; public sector organisations / parties.</li> </ul>                                                                                                                                                          | Yes<br><br>Yes<br><br>Yes            | Interview, application form and selection process.                      |
| <b>Skills &amp; Personal Qualities</b>          | <ul style="list-style-type: none"> <li>Ability to work in a professional manner, represent the authority at a variety of internal, external and regional meetings.</li> <li>Commitment to improving services to Children, young people and adults as well as their families/carers.</li> <li>Ability to find innovative and creative solutions.</li> <li>Ability to be mobile within a geographical area.</li> <li>Computer literate with an ability to use Microsoft office and other ICT systems as required.</li> </ul> | Yes<br><br>Yes<br><br>Yes<br><br>Yes | Interview, application form, and selection process.                     |
|                                                 | <ul style="list-style-type: none"> <li>The ability to communicate through the medium of Welsh.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                  |                                      |                                                                         |