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Cymorth i Ferched Cymru
Welsh Women's Aid
 Rhoi Merched a Phlant yn Gyntaf
 Putting Women & Children First

Welsh Women's Aid

Job Description

Job title:	Capacity Building Coordinator
Salary scale:	NJC scale 26-28: £30,451.00 - £32,234.00
Responsible to:	Head of Services and Survivor Engagement
Hours:	37.5 hours per week
Funder	CAF
Job Purpose:	<p>Key functions of this post include:</p> <ul style="list-style-type: none"> - Working in partnership with Women's Aid Federation England, Women's Aid Northern Ireland, Scottish Women's Aid and Imkaan, deliver a programme of work to WWA member services supporting them to build their capacity, improve their sustainability and respond to the additional challenges Covid 19 has presented - Work as part of a team to identify emerging development needs to enable WWA members to respond effectively to the changing policy, funding and legislative landscape in relation to domestic abuse, violence against women and gender inequality - Enable WWA member services to be better equipped to demonstrate their value and quality and secure sustainable funding in a competitive commissioning environment
Location	Flexible - regular attendance at our Cardiff office as well as travel across Wales required. Blended approach of home-based and office-based considered.

This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.



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Key role functions:

Strategy contribution

- Keep up to date with UK and Wales service models and standards development work for domestic abuse, violence against women, and women-centred service and how this impacts on members and other service provision in Wales.
- Ensure efficient and effective internal communication, information flows, and foster cooperation between team members
- Promote Welsh Women's Aid values, strategies and policies to enable the development of good practice models of service delivery.
- Contribute to Welsh Women's Aid annual plan, through the preparation of reports and statistics on capacity building and services development work for Welsh Women's Aid and funding bodies as required.
- Working with the team senior manager, set and agree clear objectives, regularly monitoring performance against work plan requirements and specific funding requirements

Practice development

- Work in partnership with the four Women's Aid Federations across the UK to develop consistent resources that can then be utilised or adopted across the UK.
- Provide targeted support to members to help them strengthen their services, and to communicate their value externally, enabling them to access new funding opportunities.
- Coordinate and facilitate practice development opportunities to support WWA member services including to front line staff, management and Trustees.
- Create and deliver a package of support for members to include capacity building resources, governance and quality assurance frameworks.
- Develop resources for member services including the development of workplace policies, procedures, good practice models and toolkits to support their service deliver.
- Administer and oversee CAF technology bursaries to enable members to respond to the additional digital expectations placed upon them as a result of Covid19.
- Work closely with the Service Development Officers, particularly the NQSS lead, in identifying trends in local, regional, and national changes as well as opportunities to provide support to members through National Quality Service Standards process.
- Communicate and engage with members using online tools, ensuring services have access to resources, learning and sharing opportunities to support their work.

Working with others & strengthening the movement

- Build, promote and maintain positive, constructive, professional relationships with WWA member services
- Work closely with the Head of Services and Survivor Engagement to ensure the smooth delivery of the objectives of the CAF programme, producing regular reports on progress.
- Promote and facilitate joint working, identify key stakeholders and establish opportunities for networking.



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- Working with the business support, public affairs and membership teams, engage with WWA member services to facilitate data sharing to inform project, policy and strategic development



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General responsibilities

- At all times protect the safety and security of survivors, service users, staff, volunteers and buildings, and the confidentiality of records and other information.
- Uphold the rights of women, children and young people and proactively assess the needs and safety of children and women to ensure that any risks/needs identified are addressed, having full regard to Safeguarding Children policy and Safeguarding Adults policy.
- Be responsible for personal learning and development and keep up to date on research, relevant legislation, policy and practice, and other literature relevant to the role.
- Participate in supervision, training and meetings as required, and assist in the development of services in line with agreed development plans.
- Take direction on projects and priorities from your line manager, which may vary from time to time.
- Oversee the work of volunteers or temporary support staff as required.
- Carry out word-processing, filing, and administrative tasks necessary to comply with the job description.
- Assist in the organisation of conferences or events organised by WWA, if required.
- Work within the values, policy and practices of WWA.
- Ensure WWA complies with the law and best practice in respect of data protection, health and safety regulations, and equality and diversity requirements.
- Responsible for undertaking any other duties appropriate to the post.

Variation Clause

Welsh Women's Aid reserves the right, following full and reasonable consultations with the member of staff and their trade union or other representatives, to vary, add to or alter any of the terms and conditions of employment attached to this post.

This job description will be reviewed annually and may need to be revised according to the priorities of current workload with the agreement of the Executive Board and the CEO.

The performance of the post holder will be monitored through regular supervision by the line manager and reviewed at each annual appraisal. The post holder is expected to produce regular reports for monitoring and review by their line manager and Chief Executive as required.

General Information and Conditions of Service

- 5 weeks holiday (pro rata) per year, plus statutory holidays.
- Welsh Women's Aid contributes a sum equivalent to 6% of the annual salary to the company pension scheme following successful completion of 6 months probationary period, and subject to staff contribution as part of auto-enrolment.
- Overtime is unpaid; time in lieu is to be taken in consultation with the line manager.



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Person Specification:

Criteria	Essential	Desirable
Qualifications	1. No formal qualifications are required for this role although evidence of relevant learning is advantageous.	D1. Educated to degree level or equivalent in a relevant subject
Experience	2. Of working with organisations that deliver VAWDASV support services. 3. Of liaising and working in partnership with other organisations and/or consultants, including monitoring shared outcomes. 4. Of managing projects within a set timeframe and with robust monitoring and evaluation to achieve positive outcomes. 5. Of working as a member of a team and lone working. 6. Facilitating strategic internal and external meetings 7. Of report writing.	D2. Experience of managing geographically dispersed stakeholders/partners D3. Experience of delivering/ managing direct services to survivors of gender-based violence. D4. Experience of budget management
Knowledge	8. Strong knowledge, and understanding of violence against women and domestic abuse, including the experiences and needs of women and children. 9. Knowledge and understanding of the role of specialist services to support women and children at risk of violence against women and domestic abuse. 10. Knowledge of national and local procurement and commissioning frameworks and processes. 11. Knowledge and understanding of organisational development within third sector organisations, including strategic planning and partnership working.	D5. Understanding of the values and history of WWA D6. Knowledge of Quality Assurance and accreditation processes
Skills	12. Proven ability to communicate effectively with people, organisations and professionals,	D7. Budget management. D8. Policy and procedure development.



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	<p>using a range of oral, written and other presentational skills.</p> <p>13. Project management, monitoring and evaluation skills.</p> <p>14. Proven time management, problem solving and solution-focused.</p> <p>15. Excellent networking skills and proven ability to influence and negotiate with others.</p> <p>16. Ability to work on own initiative and within a team to prioritise activities and meet objectives in an ever changing environment.</p> <p>17. Ability to process and utilise information from a wide range of sources.</p> <p>18. Proven IT skills including use of Microsoft PowerPoint, Word and Excel.</p>	
Other	<p>19. Demonstrates commitment to the aims and values of Welsh Women's Aid.</p> <p>20. Has a clear understanding of and commitment to anti-discriminatory practice and equality and diversity.</p> <p>20. Has a willingness to travel across Wales frequently and to attend evening meetings and weekend events as required.</p> <p>21. Flexible attitude to hours of work and adaptable to change.</p>	<p>D9. Bi-Lingual in Welsh and English, both spoken and written.</p>