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# The Job

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## **The Job**      Project Co-ordinator for Co-production

**Main Purpose**      To work as a member of the team to deliver the National Lottery Helping Working Families co-production project engaging and empowering people who volunteer their time and talents within a co-production method of working.

Valleys Kids is committed to the participation of local people in the provision and management of community activities. The worker will be expected to work in accordance with the charitable objective of the organisation.

**Place of Work**      The Factory/ Valleys Kids sites

**Responsible to**      Director for Programmes

## **Main Tasks**

### **1. Project Delivery**

- To develop the Project yearly action plan with colleagues.
- To support in organising community consultations to gather information to guide the project programmes ensuring they are tailored according to community requirements.
- To support in liaising with Valleys Kids Community and Family Hubs to ensure the programmes are tailored according to community requirements.
- To arrange with other agencies when they are required for the delivery of sessions.

### **2. Support Families**

- To ensure that all participants engaged in the Project are made to feel welcome
- To ensure that appropriate arrangements are made to ensure the sessions run smoothly.
- To ensure that people have quality volunteering opportunities.

### **3. Information and Records**

- To ensure that accurate records are maintained for the Project.
- To ensure that appropriate quantitative and qualitative information is collected.
- To ensure that accurate records are kept of volunteer hours and time credits given are appropriate.
- To support the project with administrative duties.

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- To manage the IT (soft and hardware) required.

#### **4. Other Responsibilities**

The worker will carry out any other reasonable duties as designated by the Director of Programmes and CEO.

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## **PROJECT CO-ORDINATOR FOR CO-OPRODUCTION**

The person we are looking for will be able to demonstrate all or some of the following:

- ☐ 2 years experience in administration and business in the community.
- ☐ Excellent communication skills both written and verbal; a willingness to listen and to use appropriate language when communicating with service users.
- ☐ Experience of digital and social media experience
- ☐ Experience in working towards targets
- ☐ The aptitude to work as part of a team promoting team spirit creating a culture of free and open exchange.
- ☐ Willingness to an open and positive attitude to change and flexibility.
- ☐ An understanding of IT.
- ☐ A full understanding of, and commitment to, the values of equality of opportunity.
- ☐ A flexible attitude and a willingness to work evenings and weekends.
- ☐ An understanding of how poverty and social disadvantage impact upon children, young people and families
- ☐ An affinity for and an empathy with our work with disadvantaged groups.
- ☐ An understanding of the Voluntary Sector.

### **VALLEYS KIDS**

Established in 1977 Valleys Kids is a community development organisation with the commitment to work with the most challenged and most challenging children, young people and families believing that everyone has potential and our job is to release that potential.

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# The Information

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**Application Form** Completed forms should be returned to  
[Lynfa@valleyskids.org](mailto:Lynfa@valleyskids.org)  
or  
**Lynfa Hull, Admin Officer, Valleys Kids,  
1 Cross Street, Penygraig, Tonypany, CF40 1LD.**

**Closing Date** The closing date for completed application forms will be **11.59pm  
Monday 6<sup>th</sup> of December 2021**

Please include a telephone number where you can be contacted  
(either daytime or evening as preferred).

**Interviews** Interviews will be held in person on **16th December 2021**

**Further Information** If you need more information or would like to discuss any aspect of  
the job before your application please telephone Clare Llewellyn on  
01443 420870.

## OUTLINE TERMS AND CONDITIONS

**Salary** The salary is £27,041 - £29,577 per annum, on a pro rata basis.

**Hours** 1.5 FTE based on a full-time working week of 37 hours. These hours  
are flexible and open to job-share. To be worked flexibly over the  
week including evening and weekends.

**Duration:** Fixed term until 31st August 2022

**Holidays** There are 25 working days per year plus statutory holidays.

**Probationary Period** There is a six-month probationary period during which time there will  
be one month's notice period.

**Notice Period** After two years employment staff are entitled to two months' notice.

**Location** The job operates out of the Factory Jenkin Street Porth and across  
Valleys Kids sites

**Other benefits** Valleys Kids is an exciting place to work. It is a small organisation  
committed to the area and the people of South Wales. The job offers  
the opportunity to work with a committed, supportive team who want  
to do the job they do.

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The organisation also offers considerable flexibility in the way staff work.  
If you have any particular questions please telephone on 01443  
420870 and speak to Clare Llewellyn.

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# About Valleys Kids

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## THE VISION

Valleys Kids will be a celebration of the achievement of people who, through trying different activities and having new experiences, broaden their horizons and achieve their potential.

## THE MISSION

Valleys Kids will:

- Enable local people to develop their talents and realize their full potential.
- Enable children and young people to grow and develop through play, recreation and creative activities.
- Enable people from the local communities to develop their skills and to gain knowledge.
- Enable young people who are alienated from society to develop their self respect and help them to play a constructive role in their community.
- Encourage local people to find solutions themselves for challenges that face their community.
- Empower local communities.

## WHERE IS THE PROJECT?

Valleys Kids works mainly throughout the County Borough of Rhondda Cynon Taff and in the Valleys of South Wales. The area suffers high levels of deprivation with high numbers of unemployed, high levels of lone parent households, very high levels of debilitating long-term illness and large numbers of non-earning families.

It includes some of the most deprived areas in Wales. In spite of these difficulties there is a strong sense of community and belonging typical of the valleys. It is the place where most of the people want to live. The majority have long-standing roots in the area and a great commitment to it.

## VALLEYS KIDS 1977 - PRESENT

Valleys Kids is a registered charity. It was established in 1977 as Penygraig Community Project and has worked to release the potential within communities to help counteract the effects of social deprivation and enable people to grow as individuals and to find solutions to problems in their community. The Community and Family Hubs provide pre-school, out of school play sessions, youth clubs, 16+ groups, drama workshops, youth theatre, children's creative dance, theatre, music and dance events.

As well as the four Community and Family Hubs there is a Youth Arts Project, a Future Families Project, a Hub for the Arts and Culture and a Residential Centre. Local Authority, Assemble Government, Arts Council of Wales, Trusts, Business and Individuals support the work of the organisation.

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Valleys Kids won a British Urban Regeneration Association Award in November 2007.

In 2018, We celebrated our 40th birthday with an array of events for our staff, volunteers and communities.

2020 was our toughest year to date but successful fundraising allowed us to deliver 2000+ essential food, care and play packs for families