



Development Support Manager

JOB DESCRIPTION

- Employed by:** Welsh Centre for International Affairs (WCIA)
- Responsible to:** Senior Development Support Manager
- Salary:** WCIA Band D starting at £30,603
Automatic enrolment into our pension scheme and the WCIA will match your contribution up to a maximum of 5% of your gross salary (minimum 4%).
- Employment terms:** Contract until 31st March 2024 (with the possibility of extension)
- Base:** Home based (in Wales)/Office based in Cardiff or Hybrid working. There will be an expectation to deliver training/events in Cardiff on a monthly basis.
- Hours:** Part time 0.8 FTE (29.6 hours per week).
- Annual leave:** 37 days per annum pro rata including bank holidays
- Travel:** This role may require some travel within Wales and occasionally the UK, including overnight stays. Use of public transport is preferred; when this is not convenient staff may use their own vehicle. The current mileage rate is 45p.

Summary of role:

The Development Support Manager will work as part of the Hub Cymru Africa team with specific responsibilities to lead and develop our International Learning Opportunities working in collaboration with the Welsh Government Wales and Africa Team.

Alongside this you will work with the rest of the Hub Cymru Africa team supporting groups and individuals to develop high-quality and sustainable partnerships between Wales and Africa. You will do this by working one-to-one with individuals running small charities, identifying their needs and supporting them to find solutions to their challenges and work to high standards. In addition, you will support the design and delivery of a programme of training, learning and information-sharing events throughout Wales.

We're looking for someone who enjoys working in a team, has enough confidence to deliver training online and in person, can support groups and people to find solutions to problems and has a strong sense of how to monitor and evaluate our work in order to help us learn and improve.

Alongside this we want someone who can be flexible with their time, and we don't mean 'long hours' but when required you can deliver a 9-5 training session, represent us at an event on a Saturday or have a meeting with a volunteer who might only be free in the



evenings. You can take the time back, but the role won't suit someone who needs a very rigid working pattern.

Specific responsibilities for this role will include:

1. International Learning Opportunities

- a) Coordinate and deliver a regular schedule of assessment days and pre-departure training (from our Cardiff office) to support the selection of candidates and equip them with skills and knowledge for effectiveness on international placements.
- b) Liaise with and support individuals selected for international learning opportunities throughout their placement and debrief them on their return.
- c) Work closely with the Wales and Africa team at the Welsh Government to coordinate activity, review outcomes of assessment days and the content of pre-departure training.
- d) Undertake regular personal development in order to develop materials and activities that ensure people on placement act in an appropriate and safe way within the local context.
- e) Support participants when they return to Wales to develop connections with the wider community.

2. Development Support

- f) Coordinate development support for individual groups and organisations, assessing needs, ensuring peer learning, researching and providing resources and tools.
- g) Work with organisations to support them and find solutions to challenges in programme design, implementation, fundraising and other mutually identified areas.
- h) Support groups to review their effectiveness and support them to develop action plans including identifying any training needs or areas for further support.
- i) Keep up to date with Third Sector training and development opportunities in order to link groups with training and events that support their needs.
- j) Support groups to develop monitoring and evaluation plans for their work
- k) Work closely with WCVA to share information on groups funded by the Welsh Government grants scheme, including providing advice as requested.

3. Training and Events Programme

- l) Play an active role in designing and delivering HCA's training programme, ensuring that experiences and lessons learned are shared within the wider community.
- m) Review existing training and learning materials developed by members of the HCA partnership, allowing for inclusion of good practice and new materials as needed.
- n) Deliver tailored training courses that address organisational effectiveness, implementation and impact and other topics as identified by partners
- o) Deliver a programme of skills matching, recruitment and support to trustees within international development organisations.

4. Leveraging funding and fundraising advice

- p) Ensure that information on relevant funding opportunities are shared with and accessible to groups



- q) Encourage and support groups to apply for funding, including through UK funding streams from FCDO, Community Lottery and Comic Relief, as well as private foundations and trusts
- r) Where necessary, provide detailed support to groups in the application process including reading draft submissions and providing advice, particularly in relation to WCVA Wales and Africa grants.

5. Shared Learning Events

- s) Coordinate and lead regional shared learning events, bringing together groups working on thematic headings to share experiences
- t) Work with other members of the HCA team to advertise, manage and host events across Wales
- u) Ensure lessons learnt from events are documented and that combined knowledge is maximised within the Wales and Africa community
- v) Develop new resources based on lessons learnt as relevant

6. Cross-Cutting Responsibilities (shared with all Partnership staff)

- a. Ensure that all work is planned and delivered as part of the overarching Hub Cymru Africa Strategy.
- b. Contribute in a fair and proportional way to shared Partnership activities, including major events, communications and outreach work.
- c. Ensure a good level of linkage between the work of the partner organisations: Welsh Centre for International Affairs, Fair Trade Wales, Wales Africa Health Links Network and Sub-Sahara Advisory Panel.
- d. Work with the Diaspora and Inclusion Officer to ensure that marginalised groups can access support, training and grants.
- e. Report on progress to your line manager and, where requested by the manager, directly to the Partnership Board or Welsh Government.
- f. Ensure our safeguarding responsibilities are met and we ensure best practice in the wider Wales and Africa Sector.
- g. Ensure that the programme is delivered bilingually and actively increases the involvement of Welsh speakers.
- h. Contribute all relevant Monitoring, Evaluation and Learning data required within the project.
- i. Ensure that funds are spent for the programme's approved purposes and that all transactions are supported with financial paperwork.
- j. Undertake occasional other duties where delegated by the Head of Partnership or the Senior Development Support Manager.

Person Specification:

Essential

- Educated to degree level or with at least 5 year experience working or volunteering in a similar role
- Experience of designing and delivering training and events, preferably to small charities and community-based organisations
- Experience of delivering development support to groups or individuals working on community-based projects



- Knowledge and understanding of current issues in international development and global solidarity
- Demonstrable understanding of the voluntary sector, in particular challenges facing small and micro-organisations
- Ability to take a learning approach to continually evaluate and improve project delivery
- Ability to work cooperatively and productively with team members with a willingness to openly exchange information and support colleagues
- Creative and critical thinking skills to solve problems, take advantage of opportunities and contribute overall to programme design
- Excellent written and spoken communication skills in English
- Good IT skills with particular strengths on platforms that support digital and remote working (e.g. Zoom, Slack, Trello).

Desirable

- The ability to communicate in Welsh
- Knowledge and experience of working on inclusion and anti-racism
- Experience working with community-based volunteers in Wales or Africa
- Strong understanding of countries in sub-Saharan Africa

Application process:

- Hub Cymru Africa is hosted by the Welsh Centre for International Affairs and all contracts are awarded by the WCIA. All applicants must complete a WCIA application form. CVs will not be accepted.
- Please submit your application, along with a completed Equal Opportunities form, by e-mail to enquiries@hubcymruafrica.org.uk
- The deadline for receipt of applications is 8th June at 5pm. Initial interviews will take place between 28-30th June at the Temple of Peace, Cardiff. Please note that the panel may wish to arrange a second round of interviews with selected candidates before making their final decision.
- We will send an email acknowledgement to all applicants. If you do not receive an acknowledgement before the deadline, please contact us. We cannot be held responsible for applications that do not reach us or that arrive after the deadline.
- If we wish to invite you for an interview, we will contact you directly. No references will be taken up until a provisional offer of employment has been made.
- Unsuccessful applicants will be informed by email.