

Annex 1

**GLYN WARD INVEST
LOCAL (GWIL)**

**DRIVING CHANGE
PLAN**

AUGUST 2019

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Background - Community Profile: Glyn

Introduction

The Glyn includes three electoral wards and runs from Eirias Park to Woodlands Road East, including the Glyn Estate and parts of Nant y Glyn. This includes some large residential areas, green spaces, the beach, and a substantial chunk of Colwyn Bay town centre.

Community buildings and facilities

- Colwyn Bay Leisure Centre
- Parc Eirias – tennis centre, lake, playground, events stadium, RGC (Rygbi Gogledd Cymru), elite performance training barn, forest school, bowls greens, hockey pitches, Woody's Lodge (ex-military Men's Shed type project), open green parkland space
- The Fron Community Centre
- The Dingle – woodland walk area
- Upper Dingle nature reserve
- Eirias High School
- Bod Alaw (Welsh language primary school)
- Nant y Groes primary school
- MUGA (multi use games area – open to community outside school hours)
- Porth Eirias – Bryn Williams' restaurant, Colwyn Watersports, CCBC (local authority) information centre
- Beach
- Nant y Glyn church (currently closed and up for sale)
- Guidehall – occupied by the boxing club
- Antioch church
- Theatr Colwyn (theatre, cinema, and gallery)
- Town Hall

Community buildings and facilities (cont.)

- Church Institute
- Youth club
- Crest Community Enterprise (furniture recycling social enterprise)
- ARC Communities (food bank and drug and alcohol support)
- Horeb Chapel
- Daffodil Day Centre (for elderly people)
- St Paul's Church
- Bay View Shopping Centre
- Sprawling retail and commercial area (shops, banks, offices, eateries etc.)
- Railway Station
- Library (just outside ward)
- Conwy Voluntary Services Council (CVSC)
- Bay Gallery
- Allotments (Rhiw)
- Nant y Groes Nursery
- Fire station
- On bus routes

Community groups and activities

Leisure Centre

- Bowls club
- Hockey club
- RGC (Rygbi Gogledd Cymru)
- Athletics club
- Swimming club
- Evergreens (over 50s exercise and social get togethers)
- A variety of martial arts groups (private businesses)
- Canoe club
- Colwyn Bay Model Boat club

Sports clubs in other locations

- A number of local football clubs (junior and adult) inc. Colwyn Bay - based outside the area but accessed by residents
- Cricket club (based in Rhos on Sea – not accessed much locally)
- Mochdre sports and social club (again out of the area – football and cricket, some access locally)
- Colwyn Bay Rugby club (in Rhos on Sea)
- Colwyn Watersports Association

Town Hall

- Conwy Connect (Mental Health Charity – based in the town hall)
- Cruse Bereavement Counselling (based in the town hall)
- Benefits Advice surgery (held in town hall)
- Mens Shed
- She Shed
- CAB surgery (base in NWAMI – Greenfield Rd)

Fron Community Centre (Cartrefi Conwy)

- Embroiderers Guild
- Fron Friendship Group (Tuesday afternoon)
- Bingo club (not sure of official name)
- Coffee and chat (Monday and Wednesday group)
- Gardening club

Community groups and activities (cont.)

Children, young people & families

- Cylch Ti a Fi (currently based at the Youth Club)
- Brownies (based in St Paul's)
- Scouts, beavers, and guides (based outside the area but accessed by residents)
- Cadets and Air Cadets
- Sea Cadets (based in Deganwy, but accessed by Colwyn Bay residents)
- Youth Shed (based in the Crest building)
- Youth Enterprise group, and the John Muir Award (Eirias High School)
- Duke of Edinburgh (run out of the youth club)
- SPYCE (church based youth group)
- Parent Teacher Associations at Nant y Groes and Bod Alaw schools

Arts, crafts, & media

- 6 Ukele bands
- Bay Gallery (arts based social enterprise)
- TAPE (based in Old Colwyn)
- Cor Meibion Colwyn
- Colwyn Choral Society
- Rags to Riches (upcycling group)
- Friends of Theatre Colwyn
- Photography group (name? – based at Theatre Colwyn)
- 24 Station Rd (arts based social enterprise)
- Colwyn Community Radio
- BaySide Communiy Radio
- Writers group

Housing and associated...

- 5 housing associations active in the area to varying degrees
- Women's refuge (North Wales Housing)
- Glyn Ward North Residents Association (currently dormant)
- Glyn Community Association
- Cymdeithas Cymunedau Glyn
- Colwyn in Bloom committee
- Colwyn Bonfire committee

Miscellaneous:

- Environment Federation
- NWAMI (North Wales Association for Multi-Cultural Integration)

Key facts about the Glyn

Population: 4,200; there are generally more children compared with the Welsh average. Here is the population broken down into ages:

0-15 = 23% 16-29 = 16.2% 30-44 = 18.6% 45-64 = 25.9%
65+ = 15.6%

Location: The levels of disadvantage varies considerably within Glyn itself.

Housing: Around half of the homes are privately owned (less than the Welsh average). 32% of properties rented privately which is the highest rate in Wales.

Transport: Around half of people have no access to a car (far less than the Welsh average).

Child poverty: child poverty is higher than the Welsh average.

Environment: The quality of the local environment is good (good quality air and it's not close to waste disposal sites)

Crime: Crime rates are a higher than the average in Conwy, this includes violent, theft and criminal damage type crimes.

Health: Generally, the health of residents compares well with that found throughout Wales. On average less babies are born underweight and less people have cancer.

Education: Generally, qualification levels in Glyn are a little lower than the Welsh average.

Pupils from Glyn do a little worse in their GCSE and A level results.

21% of people in Glyn have qualifications above A level standards (level 4+) compared to 25% in Wales.

Employment: 13% of working age people are economically inactive in Glyn compared with 7% in Conwy.

The type of jobs people Glyn work in are similar to that throughout Conwy, although the proportion of those in management or professional type jobs are lower.

Language: 20% of people in Glyn can speak Welsh; across Wales the figure is 19%.

STEP 1 - What do people in the Glyn think?

Between September 2017 and July 2018, the Glyn Ward Invest Local Steering Group (GWIL) held/attended a number of events in the Glyn to find out what matters to people locally. 224 responses were collected from a balanced spread of ages between 26 and 74, and lesser numbers of respondents under 26 and over 74.

This has included asking people what is important to them, what they already enjoy about the Glyn area, and what they would like to improve.

Initially responses were put into a number of categories, due to the large number of these they were subsequently grouped into a more manageable list of priorities/themes. Below are the top few responses to each of the 3 questions:

What's enjoyable:

- Beach and Promenade
- Natural environment (general)
- Community spirit (nice people, friendly, good neighbours)
- Shops/Market
- Proximity/Accessibility of Amenities
- Eirias Park

What's important:

- Community and spirit
- Not answered
- Safety for everyone
- Family and Friends
- Clean and Tidy Environment
- Activities for younger children
- Activities for teenagers

What would you improve:

- Cleanliness
- More activities for children
- Dog fouling
- Shops
- Anti-social behaviour
- Fill empty shops
- More shops and restaurants on the seafront
- Better parking

STEP 2 - Responding to the consultation – action planning sessions

During the action planning sessions (3 x 3hour sessions facilitated by BCT Wales) we did a SWOT analysis, looking at Strengths, Weaknesses, Opportunities and Threats, and we undertook a visioning exercise to develop a vision and a set of priorities. See Appendix 2 for detail that came out of these activities.

VISION

“To support and encourage a vibrant and engaged community for the wellbeing of all. By promoting the arts, improving housing, green spaces, education and job opportunities, in a healthy environment.”

Priorities (coming from the above vision)

1. Accessible community spaces and good communication
2. Arts promotion
3. Improving housing and a sustainable and healthy environment
4. Green spaces
5. Improving education and job opportunities
6. Projects addressing the issue of homelessness (added as an identified need)

We will use this vision to measure the impact of the programme.

What would be needed to achieve our vision? Priorities and Actions

Priorities	Linked to which part of the vision	Action/Project to meet the priority
1. Accessible community spaces and good communication	ALL – necessary for vibrant and engaged community to thrive	<p>This will be a key focus for the community development role and the community arts role.</p> <ul style="list-style-type: none"> • Initial mapping of community spaces and activities • There are a number of small spaces that some groups currently use but this is uncoordinated with poor communication on availability and accessibility. Good communication will also need to address coordination of a variety of services/activities/events in the area and how this information is publicised, including GWIL itself. • There are also a number of potential spaces that GWIL could use/could become a general community space. Whether the group needs a space/what would happen from it/what the space would need to be, will become clearer through the work of the two officers. • Wider community engagement – a key focus of both the roles will be to engage and communicate with the wider community.
2. Arts Promotion	As specified in the vision	<p>This will be the key role of the community arts worker, i.e.</p> <ul style="list-style-type: none"> • to engage residents/workers/volunteers in the Glyn Ward with the Invest Local programme, through the use of the arts • to bring together existing and new arts groups in the area • to support and encourage a sustainable volunteer base, encouraging resident ownership, leadership and developing local capacity.
3. Improving housing	As specified in the vision	Initial mapping and scoping of existing provision, working with and bringing together organisations/groups/agencies to identify any gaps.
4. Green spaces and a sustainable and healthy environment	As specified in the vision	As above.
5. Improve education and job opportunities	As specified in the vision	An initial conversation has begun between some of the group members and the Communities for Work team, and other parts of the Local Authority around a project to plug the gaps in the existing provision.

6. Projects addressing homelessness	An identified need added as a priority	This did not come out of the consultation but is consistently coming up as a pressing need in the area. Some initial conversations around a project have begun between the Invest Local Officer and three third sector organisations which are working with the issue of homelessness.
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STEP 3 - PLAN PROPOSAL AND RATIONALE

There is some important additional context to give to this plan, and the reason why we the steering group are putting forward our first plan to employ two part-time officers with an initial one year plan.

The Glyn Ward covers a varied area, including the majority of the town centre of Colwyn Bay. Although as a steering group we are a varied group of residents we are conscious that we are not reaching large and specific parts of the Glyn Ward. The Glyn Ward is made up of three LSOAs (1, 2, and 3), with the most deprived part of the Glyn Ward being Glyn Ward 2. We are currently not managing to involve/include those that are often excluded/not involved in activities. The other important point to note is that there is a lot of existing activity and provision taking place in the Glyn Ward, and in Colwyn Bay generally. This is very different to the other two areas in North Wales, as housing estates on the edges of a town/city they are very defined physical areas, with far less provision in them. As a result it has been much more straightforward and a far simpler task to identify existing services and find partners to work with and develop plans with. In contrast, the Glyn Ward covering a town centre poses a much bigger challenge in terms of mapping services, programmes and groups, and bringing them together to share in and contribute towards GWIL's priorities.

As a result we plan to employ staff with the specific remit of an initial first year focused on mapping and scoping existing provision, and engaging and involving more local residents/workers/volunteers in the area. We believe this will allow us to then design a second plan that builds on and compliments existing assets over a longer timescale.

Previous consultation and engagement events have had a music focus as a way of attracting and bringing residents together. We are keen to continue with this focus within an existing culture of arts activities and groups in the area which we would like to build on. We hope to make existing arts more accessible to residents and develop new arts activities that will contribute to our broader objectives. To this end we propose employing a dedicated Community Arts officer.

The need for a second role is focussed engaging residents more widely in the area. We have four other important priorities that will involve significant work to map and bring together existing organisations, groups and bodies across the private, voluntary and statutory sectors.

How?

We are proposing an initial one year plan to employ two 25hr roles on one year rolling contracts. As previously mentioned the primary purpose will be to lead an initial scoping of existing services, activities and provision (relevant to the priorities) in the area, bringing together groups, organisations, individuals and identifying where gaps exist. This will then provide GWIL with the intelligence to develop a second plan with a clearer remit of actions and budget for these actions over a longer period.

When?

We are aiming to begin the recruitment process (advertising) for these roles late September/early October. With shortlisting, interviewing, and working notices, realistically we're looking at staff starting in post January 2020.

Where?

The two workers will have a physical office/activities base in the Glyn ward – we are currently researching into a few options. They will be employed by TAPE – a community arts charity based in Old Colwyn.

Please see attached job descriptions and budgets for further information.

Evaluating the Plan

As this is a one-year plan, and much of the activity is scoping, planning for future activities, it will not therefore be appropriate to try and measure outcomes against priorities.

Nonetheless, the group will evaluate the plan against the following specific milestones and outputs:

Activities	Target date	Output
Advertise Project and Arts Development Officers	October 2019	Applications received and short-listed by a Steering Group sub-group
Work with TAPE to recruit Project and Arts Officers	November 2019	Project and Arts Officers appointed
Project and Arts Officers in post	December 2019	Project and Arts Officers commence employment
Mapping existing local services and activities in the local community and wider area where they may be relevant to the ambitions of GWIL	March 2020	Framework for mapping established. Interim report to Steering Group by Feb. 2020. Final report to Steering Group by Mar. 2020.
Engage effectively with residents in the local area and continuously assess priorities	Ongoing	Monthly engagement report for Steering Group Report updating local priorities based on consultation by Oct. 2020
Build and maintain positive relationships with residents, local service providers and stakeholders	Ongoing	Maintain a 'what's on' information portal (eg. FB) Publish quarterly GWIL newsletter including 'what's on'.
Identify opportunities for joint working with other organisations, and identify gaps in services that meet GWIL's priorities	August 2020	Provide evidence and rationales to support the development of a longer term plan and spending priorities for GWIL to forward to BCT for approval

Appendix 1 - The Budget

GWIL Driving Change Plan - project costs	
YEAR 1	
Salary for 2 x 25hr workers	37,069.44
On-costs for 2 x 25hr workers	20,700.00
Line Management/Payroll/Admin 12.5% charge (TAPE)	5,933.68
Activities budget	10,000.00
GWIL insurance	350.00
GWIL meeting costs (room hire and refreshments)	500.00
Communications	3,000.00
Miscellaneous	1,000.00
Fundolder fee - up to 5% of total amount (CVSC)	3,927.66
TOTAL	82,480.78

GWIL Staff costs	Direct	Indirect	
	Cost	Cost	
YEAR 1		No 12.5% add on	
Salary	16,666.00		
NIC National Insurance Contributions	1,553.00		
Pension	315.72		
Recruitment and Advertising	500.00		
Training	650.00		
Travel and Miscellaneous Expenses	1,350.00		
Communications/Laptops/Mobiles/Software	2,700.00		
Line Management/Payroll/Admin 12.5% charge	2,966.84		
Desk rental		4,000.00	
Activities/Events		5,000.00	
Insurance		100.00	£100 Contribution to TAPE overheads
Postage etc		150.00	
Stationery/Office expenses		400.00	
Translation		500.00	
			TOTAL
Totals	26,701.56	10,150.00	36,851.56
Totals x 2 staff			73,703.12

Appendix 2 – Job Description 1



Community Development Worker

Job Description

Job Title:	Community Development Worker
Hours:	25 hrs/wk. – Flexible
Pay:	£25,000 per annum, pro rata
Annual leave:	25 days plus bank holidays (pro rata)
Contract Type:	Initial 1 Year Fixed Term (part of this role is to develop plan for successive years)
Base:	tbc
Reporting to:	TAPE

Background:

Invest Local is a Big Lottery funded, 10-Year initiative targeting 13 deprived communities in Wales. The Glyn Ward in Colwyn Bay is one of the thirteen communities chosen to receive 1 million pounds over a 10-Year period. The aim of the programme is to support communities to decide how best to improve their area, and to make this happen.

A steering group has been established – GWIL (Glyn Ward Invest Local), and an initial 1 year plan following community consultation and action planning.

The group are now looking for support to get more residents involved in the steering group and community owned and led activities, which link into their plan's priorities.

GWIL Vision:

To support and encourage a vibrant and engaged community for the wellbeing of all. By promoting the arts, improving housing, green spaces, education and job opportunities, in a healthy environment.

Duties

1. To adopt an Asset Based Approach to Community Development.

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2. To map the existing local services and activities in the local community and wider area where they may be relevant to the ambitions of GWIL.
3. To engage effectively with residents in the local area and continuously assess priorities in order to promote further well-being.
4. Build and maintain positive relationships with residents, local service providers and stakeholders to ensure a coordinated and connected approach.
5. Be responsible for developing and supporting the delivery of local partnership initiatives, priorities and projects.
6. Maintain knowledge of local funding streams.
7. To collect evidence and report appropriate monitoring and outcomes data as and where required by GWIL and/or other stakeholders.
8. Connect GWIL activity to good practice and networks that may support its development, ambitions and sustainability.

Main tasks:

- To get to know the local area well: identify and map community assets through the GWIL group, focus groups, workshops, community engagement events, liaising with local retailers and public services/partners etc.
- To support and facilitate the GWIL group, residents, volunteers, groups, stakeholders and partners to deliver and develop high quality, sustainable projects as identified in the consultation.
- Communicate the vision and objectives of GWIL to local professionals, volunteers and residents and work with them positively towards achieving shared goals.
- Strengthen networks within the Glyn Ward and enable connectivity to networks outside of the Glyn Ward to share good practice and learning.
- Promote the range of health, wellbeing, regeneration and other activities so that local people may connect to them, and to one another.
- Promote the Invest Local programme and publicise events and activities using a wide range of platforms.
- Empower and support local organisations and individuals to develop a range of projects which benefit people in the local area, in line with the GWIL vision and plans.
- Use local knowledge and co-ordinate local skills to ensure that delivery mechanisms are fully representative of local people and their priorities are being addressed effectively.
- Recruit, coordinate, support and develop a network of volunteers who will help to deliver the vision and purpose of GWIL.
- Develop a sustainable volunteer base, encouraging resident ownership, leadership and develop local capacity.
- Build and sustain constructive relationships with the local authority, Health, Neighbourhood Policing, DWP, public and third sector providers to contribute to a coordinated approach and encourage further inward investment to the Glyn Ward.
- Undertake relevant administrative tasks to support Asset Based Community Development and to comply with requirements of evaluation and monitoring.
- Manage a small budget where required, and keep appropriate records.
- Provide both verbal and written updates and reports as required in order to represent accurately the development of the GWIL work.

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- Work within relevant governance structures (i.e. GWIL).

The successful candidate will

- Be available to work flexibly as the role will include the need to work weekends, evenings and possibly bank holidays at times.
- Be willing to undertake training and development related to the post and the work of the Invest Local programme.
- Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by your line manager.
- At all times represent the Invest Local Steering Group in a professional, positive and informed manner at all times, whether engaging with members of the public, staff and volunteers, partnership organisations, or any other supporters.

Person specification

The skills, knowledge, qualifications and experience listed here are requirements of the role and are assessed at different stages of our recruitment and selection process. Use this information to help you complete the 'further information' section of the application form.

Qualifications	Essential	Desirable
Degree in Community Development, Regeneration, Social Policy or similar relevant discipline		x
Drivers licence (full/valid)		x
Experience		
Previous practical 'hands on' community project/development experience	x	
Experience of working in a specific community development role		x
Experience of community engagement and engaging hard-to-reach groups	x	
Working with a range of stakeholders on issues such as strategic planning, priority-setting and performance management		x
Ability to research, report-writing skills, the ability to interpret or present data, and write case studies	x	
Ability to construct and deliver presentations	x	
Fundraising – experience of accessing funds		x
Experience of facilitating and recording /minutes meetings	x	
Experience of organising and running events	x	
Marketing/promotion such as writing copy		x
Knowledge		
Understanding of, and commitment to, Asset Based Community Development	x	
Clear understanding of public/private and third voluntary sectors and how they work and inter-relate		x
Understanding of social and other issues affecting communities affected by multiple deprivation		x
Knowledge of the area		x

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Skills		
Good listening skills and excellent communication	x	
Advocacy and networking skills	x	
Interpersonal and team-building skills	x	
Creative thinking and problem-solving ability	x	
Influencing and negotiating skills		x
IT and social media skills		x
Time management skills		x
Welsh speaker		x

Attitudes and behaviours

Thinking Style

Uses creativity to unblock barriers. Good use of initiative and intuition. Flexible and adaptable in style. Drive and motivation. Evidence of interest to learn and succeed.

Working with others

Good at relationship and network building. Ability to handle challenging interpersonal situations and potential conflict. A welcoming and approachable style. Able to build positive working relationships with people from all walks of life. Ability to work independently. Ability to inspire and support others through change.

Well-being and Values

Has an understanding of people's abilities and aspirations. Understanding of and commitment to Equality, Diversity & Inclusion. Demonstrates core values: We are people; we are caring; we are responsive; we are honest; we are inspirational; we are dedicated.

Time management

Organising skills – being able to plan ahead, meet deadlines whilst also able to work in a constantly changing environment. A flexible approach to working hours, working outside normal hours when required. Ability to prioritise and work under pressure.

This role profile contains the principal accountabilities relating to this post and does not describe in detail all the duties required to carry them out.

There will from time to time be a variation of duties depending on organisational and partnership needs.

To apply complete the enclosed Application Form and return to:

Appendix 3 – Job Description 2

Community Arts Development Officer for GWIL (Glyn Ward Invest Local)

Hours: 25 hrs/wk

Pay: £25,000 per annum, pro rata

Contract Type: 1 Year Fixed Term

Base: tbc

Employer: TAPE

Appointment process

Please submit a short proposal, which includes:

- A concise CV including your relevant experience of working with arts organisations and / or community groups on this kind of project
- A summary of how you would approach the project, and why you are the best candidate for the position – maximum 500 words.

GWIL will select the candidate who appears to be most suitable for appointment. We will seek references from two previous employers.

Application in as soon as possible, and no later than DATE to:

Email address

Postal Address

Interviews and appointment

We plan to interview shortlisted candidates during the week beginning DATE.

If you have a specific query about the project, please feel free to contact us on PHONE NUMBER.

Background:

Invest Local is a Big Lottery funded, 10-Year initiative targeting 13 deprived communities in Wales. The Glyn Ward in Colwyn Bay is one of the thirteen communities chosen to receive 1 million pounds over a 10-Year period. Following an initial community consultation period, and then action planning, the steering group - Glyn Ward Invest Local (GWIL) is now ready to move into the next phase. This initial next phase is a one year plan to map and bring together existing provision, develop new provision that is a tool for engaging Glyn Ward residents, and identify any gaps. This information will then support GWIL to develop a further and more extensive plan as to how they can move forward to support and build on existing assets in the community.

To this end, GWIL steering group have decided to employ an arts development officer. This is part of GWIL's vision:

- To support and encourage a vibrant and engaged community for the wellbeing of all. By promoting the arts, improving housing, green spaces, education and job opportunities, in a healthy environment.

The officer will be answerable to the GWIL steering group and be expected to work closely/in collaboration with the GWIL community development officer, and any other suitable partners.

Main Purpose of the post:

- To map existing provision, bring together existing and new arts groups in the area, identify gaps that GWIL/other groups organisations can plug moving forward to a second plan
- To engage residents/workers/volunteers in the Glyn Ward with the Invest Local programme, through the use of the arts
- To organise and promote a sustainable volunteer base, encouraging resident ownership, leadership, and developing local capacity

Reaching out

The Project Co-ordinator will work to make the project as accessible and inclusive as possible. They will target diverse communities, particularly where there is deprivation or lack of access, and encourage participation in the project.

Specific Tasks:

- To map existing provision, bring partners together, identify gaps
- To promote the Invest Local programme and publicise events and activities using a wide range of platforms

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- To engage/work with existing arts groups/activities/projects
- To recruit and nurture volunteers in a sustainable and imaginative fashion
- To support local volunteers and groups to become sustainable and strong
- To support and facilitate grant applications when necessary to support activities and events
- Build and sustain constructive relationships with the local authority, Health, Neighbourhood Policing, DWP, public and third sector providers to contribute to a coordinated approach and encourage further inward investment to the Glyn Ward
- To get to know the local area well: identify and map existing provision through the GWIL group, focus groups, workshops, community engagement events, liaising with local retailers and public services/partners etc.
- Strengthen networks within the Glyn Ward and enable connectivity to networks outside of the Glyn Ward to share good practice and learning
- Promote the range of health, wellbeing, regeneration and other activities so that local people may connect to them, and to one another
- Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by your line manager
- Attend monthly Invest Local Steering Group meetings to give an update/report
- Represent the Invest Local Steering Group in a professional and informed manner at all times, whether engaging with members of the public, staff and volunteers, partnership organisations, or any other supporters
- Operate at all times with the employing organisation's policies and procedures
- Be available to work out of hours, with regular weekend, evening and bank holiday working being a requirement of the role
- Undertake training and development related to the post and the work of the Invest Local programme
- Manage a small budget where required, and keep appropriate records

Experience and Skills

ESSENTIAL	DESIRABLE
Experience	
<p>Experience of project planning and management of participatory projects</p> <p>Experience of working for and reporting on community-led arts heritage projects</p> <p>Experience of working with volunteers in a coordination role</p>	<p>Experience of working on placemaking projects</p> <p>Experience in marketing and publicity, particularly social media</p> <p>Experience of managing and monitoring project budgets</p>
Knowledge and Skills	
<p>Working knowledge of Microsoft Word and Excel</p> <p>Driving licence and access to a car</p>	<p>Knowledge of social and cultural history</p> <p>Five years relevant experience</p> <p>Knowledge of the area</p> <p>Knowledge of relevant health & safety legislation and procedures</p>
Interpersonal Skills	
<p>A good team player but also able to work on own initiative</p> <p>Possession of good planning, organising and problem-solving skills</p> <p>Capable of maintaining a high output of work and keeping to deadlines</p> <p>Good communication skills, both written and verbal</p>	<p>Adaptable and creative</p> <p>Able to speak in front of an audience</p> <p>Welsh speaker</p>
Particular Circumstances	
Flexibility and availability; able to respond to the requirements of the project and stakeholders and attend meetings in the area	

Annex 1

Proposal for 1 year extension of Glyn Driving Change plan

Background

As GWIL we have been working on a 1 year Driving Change Plan since October 2019 which is based on the below vision and priorities:

VISION

“To support and encourage a vibrant and engaged community for the wellbeing of all. By promoting the arts, improving housing, green spaces, education and job opportunities, in a healthy environment.”

Priorities (coming from the above vision)

1. Accessible community spaces and good communication
2. Arts promotion
3. Improving housing and a sustainable and healthy environment
4. Green spaces
5. Improving education and job opportunities
6. Projects addressing the issue of homelessness (added as an identified need)

As part of our current plan we created two 25hr paid roles – a community development worker role, and a community arts development worker to work on, develop, and scope out the possibilities under each of our 6 priorities, with the aim of informing a second, longer plan. We have extended our existing plan from October of this year to the end of January next year due to the recruitment process taking some time and hence staff starting their 1 year contracts February of this year.

Lockdown

Unsurprisingly lockdown has had a big impact on our progress with staff having just started in role with clear aims for the year. However, the staff and ourselves as the steering group have adapted well considering, with fortnightly meetings on Zoom. Community engagement in terms of involving new people has been the most challenging aspect of lockdown for us, however the staff have taken the positives from lockdown by:

- building relationships by offering support to other local organisations that have been active during the period e.g. food banks, work with the homeless community, online arts activities, community radio, local housing association
- developing an info sheet of useful local numbers and organisations for support during lockdown
- rebranded the group to something more relatable (Together for Colwyn Bay) including developing a strong online presence (facebook page and website), and materials for promotion work
- developing some outdoor events and activities to engage with others and support wellbeing e.g. from large scale events planned for next year to a regular market stall presence in a bright yellow gazebo!

- creating a ‘things to do when you’re stuck at home’ booklet, in collaboration with residents, and local groups
- continuing to asset map (changing) community spaces in the area and look at the possibilities for moving forward with this priority through online workshops with the steering group

Moving forward

As a result of the above we are keen to continue with the progress we have made but are not at a stage where we are ready to produce a second plan. In our one year extension we want to continue to employ the 2 staff members and include costs for general activities and events for engagement (things yet to be planned) as in our current plan, but with additional money in the events budget for already planned engagement events for 2021. One is an outdoor cinema event (organised and led by a steering group member and will involve carrying forward money from this year’s events budget into next year), and the other a collaborative event with a local housing association and Colwyn Bay Zoo, both have been delayed from 2020 due to COVID restrictions.

A further costing we are putting in is an amount to potentially take out a short term lease out on a town centre property. Following work on this priority it has become clear that there is a need for a space for ourselves and other groups to meet and develop and hold activities. As a form of research for something longer term we want to try this out initially allowing a space for ideas and what is needed to develop. It is likely that we will need to take out a 2 or 3 year lease but are just including the costs for an initial 1 year here as this is a 1 year extension and further costs will be included in a second plan developed next year. Viewings of available properties so far has also taught us that we need to be able to respond quickly and hence have access quickly to the money to be able to secure a property. We are also in the process of getting advice on what type of organisation to form as e.g. CIO/CIC and then plan to move ahead with this as quickly as possible so we have this in place before taking on a lease.

The existing fundholder CVSC (local CVC) and employer of the staff TAPE community music and film will remain in their roles.

Please see below for the proposed budget for this 1 year extension.

GWIL Driving Change Plan - project costs	
YEAR 2	
Salary for 2 x 25hr workers	37,810.00
On-costs for 2 x 25hr workers	16,500.00
Line Management/Payroll/Admin 12.5% charge (TAPE)	5,501.25
Activities budget	20,000.00
GWIL insurance	350.00
GWIL meeting costs (room hire and refreshments)	500.00
Communications	3,000.00
Community space - rental costs	25,000.00
Miscellaneous	1,000.00
Fundholder fee - up to 5% of total amount (CVSC)	5,483.06
TOTAL	115,144.31