Cadwyn Clwyd Cyfyngedig

**Tourism Businesses Project Officer (Flintshire)**

# Background

Cadwyn Clwyd Cyfyngedig is a social enterprise which provides guidance and support to communities and enterprises in North East Wales and further afield. The Company focuses on actions which stimulate grassroot participation, partnership working and innovation to support socio-economic projects for communities and enterprises operating at the local level. It works directly with local communities and small enterprises to assist in the development and implementation of projects, which benefit the area’s local economy. The Company is currently delivering projects which are funded as part of the UK Government Shared Prosperity Fund (SPF). This post involves the delivery of the SPF funded ‘Supporting Tourism Business & Sector Key Fund Project’ within Flintshire.

**Supporting Tourism Business & Sector Key Fund Project**

The Tourism project officer will be responsible for deliver the Flintshire Supporting Tourism Business & Sector Key Fund Project. The project will deliver funding for the development and promotion (both trade and consumer) of the visitor economy, such as local attractions, trails, tours and tourism products more generally. The project will focus on creating jobs and boosting community cohesion, through investments that build on existing industries and institutions, and range from support for starting businesses to visible improvements to local retail, hospitality and leisure sector facilities.Increasing private sector investment in growth enhancing activities, through targeted support for micro and small businesses to undertake new­to­firm innovation, enhance productivity, energy efficient and low carbon technologies and techniques, and start or grow their exports.

There are two key deliverables under the projects:

1. direct business grants to tourism related enterprises, and
2. a fund to support feasibility studies for tourism related initiatives.

**Job Requirements:**

Work with existing partnerships, business groups and stakeholders to stimulate interest and take up in the support provided under the Supporting Tourism Business & Sector Key Fund across Flintshire County area.

Market the Key Fund and ensure that all potential beneficiaries are informed of its existence. This will be achieved by social media, web-based and e-communications as well as direct contact with potential beneficiaries and via networks such as tourism for a and business groups.

In conjunction with FCC, set up the Project Panel to oversee project delivery and make decisions on awards of key fund grants. Manage Panel meetings throughout delivery of the project ensuring that key actions and activities are undertaken as per the Panel’s direction.

Finalise key fund grants materials ensuring adherence to the SPF eligibility and fund requirements, to include subsidy control requirements and adherence to Minimal Financial Aid requirements.

Compile evaluation brief and manage all aspects of the procurement process and management of the appointed consultants.

Liaise and agree with the Business Wales provider as to their input and deliverables under the project, ensuring that Project officer support under the key fund complements Business Wales delivery.

Provide hands on support, guidance and advice to applicants to complete all aspects of the application process and signpost to further specialist advice as an when required.

To proactively market the grant in order to ensure sectors of the community most likely to benefit from assistance are reached in all areas of the County.

Oversee the project implementation of grant funded projects to ensure compliance at all stages all delivery.

Finalise the grant claiming documentation and ensure that all claims include all necessary KPI relating to outputs, outcomes and impact.

Undertake management checks on all grant claims ensuring compliance with all SPF fund criteria and subsidy control implications and requirements.

Provide ongoing progress reports to the Project Panel, Flintshire CC and the Cadwyn Clwyd BOD detailing project activity, achievements of outputs and outcomes.

Assist the project support officer to collate all necessary information for financial claims.

Provide information on match-funding sources and help prepare applications as appropriate.

Work alongside the Manager and Finance Officer to ensure that the project is run successfully and is meeting its stated objectives including all financial and administrative requirements.

To appropriately refer applicants to other available funding sources so as to maximise the grant investment and support them with these other funding applications as appropriate.

## General

* To provide regular evaluation and output reporting to the Cadwyn Clwyd Manager and partner organisations as and when required.
* To liaise with stakeholders in the programme such as the LAs and in the implementation of the project.
* To bring in specialist consultancy for the project as and when required.
* To undertake any other relevant duties as and when necessary.
* To make sure the project administration is implemented in accordance with Cadwyn Clwyd policies – environmental, equal opportunities and Welsh language policies.
* Publicise the project in line with SPF requirements.
* Monitor and evaluate project delivery and implementation on an on-going basis.

# Person Specification

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|  | **Essential** | **Desirable** |
| Skills and Abilities | Strong verbal, written and presentation skills  Excellent interpersonal skills  Self-motivated but also a team member  Computer literacy | Motivation of individuals without line management authority |
| **Knowledge** | Knowledge of tourism sector and of business development and regeneration in a visitor economy context | Public sector support mechanisms and grant support in Wales |
| **Experience** | Project Management | Management of Consultants  Experience of community development work |
| **Training Qualification** | Degree or comparable qualification | Higher degree or other professional qualification  Project Management Qualification |
| **Other requirements** | Ability to work under pressure and to meet project deadlines  Full driving licence and access to the use of a vehicle for work purposes | Ability to communicate through the medium of Welsh |

# Employment Details

**Salary Scale 26-31:** £31,829 - £37,637

**Pension Contribution:**  all staff can choose to opt-into/out of Cadwyn Clwyd’s Pension Scheme (8% employer contribution if 0% employee contribution or 10% employer contribution if 2% employee contribution).

**Location of the Post:** The designated place of work is the Cadwyn Clwyd Offices, currently based at Llys Owain, Stryd y Bont, Corwen, LL21 0AH. The officer will be required to work on a hybrid basis which will involve a combination of home working, officer work at Cadwyn and hot desking within Flintshire county.

**Travel:** Travel will be paid in line with Cadwyn Clwyd approved rates (Currently 45p per mile)

**Contract:**  Fixed term until 31st March 2026 with a possibility of an extension.

**Working Hours:**  Working hours will be 37 hours per week. The officer may be required to work some unsociable hours.  Time off in lieu can be claimed.

**Annual Leave:**  23 days per year plus bank holidays with increases in line with Cadwyn Clwyd policy after 5 years.