



**Title of the Post:** Community Hubs Development Coordinator (Opening Doors Programme)  
**Managed by:** Partnership & Projects Manager  
**Salary:** £27,054 per annum (£33,366 pro rata)  
**Hours:** 30 hours (Fixed Term 12 months)  
**Based:** TVA, Portland Buildings & Outreach

### **Purpose of the Post:**

Torfaen Voluntary Alliance is delivering a structured review and alignment of the *Opening Doors* model to support its integration within the Integrated Services Partnership Board (ISPB) and the emerging place-based primary care model in Torfaen.

The postholder will coordinate and facilitate the review of the existing network of 35 community hubs, helping to map provision, assess accessibility and inclusivity, and align activity with health, wellbeing, and community resilience priorities. This role will support the development of a clear framework for the recognition, governance, and sustainability of community hubs across Torfaen and lay the foundation for regional scalability across Gwent.

### **Key Responsibilities:**

The Community Hubs Development Coordinator will:

#### **1. Project Delivery and Coordination**

- Support delivery of the *Opening Doors Review and Alignment Project* in line with the agreed work plan and milestones.
- Coordinate consultation and engagement with community hubs, anchor organisations, and ISPB partners.
- Map all existing community hubs across Torfaen, classifying them as anchor, satellite, or specialist in line with the Welsh Government's Community Hub model.
- Support hub assessments to review accessibility, inclusivity, and alignment with health and wellbeing outcomes.

#### **2. Governance and Integration**

- Work with stakeholders to identify anchor organisations in each ISPB area and define their governance and reporting roles.
- Contribute to developing a recognition framework and reporting structure that integrates community intelligence into partner network decision-making.
- Facilitate cross-sector collaboration to embed community hubs within Primary and Targeted Prevention MDT pathways.

**3. Community Engagement and Consultation**

- Coordinate structured consultation with hub representatives, community partners, and local residents to inform the review.
- Support quarterly *Opening Doors Forums* to share learning, trends, and best practice, ensuring that community voices are reflected in the redesign.
- Collate evidence of community need and success stories to inform the sustainability and investment case for future funding.

**4. Data, Monitoring, and Reporting**

- Collect and analyse data from hub assessments, engagement exercises, and forums.
- Support development of the final *Opening Doors Framework* report and sustainability plan.
- Provide regular progress updates to funders and key stakeholders.

**5. Wider Role and Community Resilience**

- Explore opportunities for hubs to support local resilience planning, including flood response and emergency coordination functions.
- Contribute to identifying pathways for regional scalability, particularly in collaboration with GAVO for a regional rollout.

**Hours of Work:** Thirty hours per week. The post holder will be required to work some evening and weekends for which time of in lieu will be given.

**Pension:** Torfaen Voluntary Alliance operates a contributory pension scheme.

**Training:** Training opportunities will be determined by the completion of an individual training and action plan.

**Probation:** There will be a three-month probationary period.

**Job Description:** Community Hubs Development Coordinator**Person Specification:** *Community Hubs Development Coordinator*

Requirement	Essential/ Desirable	How tested (shortlisting)
<b>Education and Attainment</b>		
A qualification in Community Development, Project Management, or equivalent qualification/ work experience.	E	Application Form
Experience in partnership or multi-agency working	E	Application Form & Interview
Experience of the third sector, either as a paid employee or volunteer.	D	Application Form & Interview
Understanding of the third sector and community development principles.	E	Application Form & Interview
Knowledge of health, social care, or wellbeing integration model.	E	Application Form & Interview
Ability to deliver support and advice to a wide range of groups, partners, and organisations.	E	Application Form & Interview
Experience in consultation, engagement, and facilitation.	E	Application Form & Interview
Experience of monitoring and recording procedures.	D	Application Form & Interview
<b>Skills and Aptitudes</b>		
Strong analytical and reporting skills	E	
Excellent communication and interpersonal skills	E	Application Form & Interview
Ability to prioritise workload and work on own initiative	E	Application Form & Interview
Ability to demonstrate commitment to the empowerment of people and communities	E	Application Form & Interview
Ability to demonstrate commitment to equal opportunities, diversity, and inclusion	E	Application Form & Interview
Ability to communicate in Welsh, or the willingness to learn	D	Application Form
<b>Circumstances</b>		
Willingness to work flexible hours including evenings/weekends	E	Application Form & Interview
Willing to work in various locations around Torfaen and surrounding areas.	E	Application Form & Interview
Full driving licence.	D	Application Form