

Job Description: Engagement Officer (1FTE post and 1 0.5FTE post)

Location	Travelling across Carmarthenshire, Powys, Ceredigion and Pembrokeshire will be required.
Reporting To	Menter Gorllewin Sir Gâr
Duration of Contract	31st March, 2029
Salary	£27,000 per annum, pro rata for part time post. Full time posts are based on a 35 hour week and the part time post is based on a 17.5 hour week.
Employer	Menter Gorllewin Sir Gâr

Overview of the Partnership

Porth Gwyrdd - Green Gateway - is an ambitious five-year initiative designed to inspire, engage, and support marginalised 16-30-year-olds in Mid and Southwest Wales into sustainable, green careers. The project is co-designed with and for young people who are disabled and/or from diverse ethnic communities, particularly women, those at the margins of education and employment, on low incomes, and living in rural areas. The partnership is led by Foothold Cymru in partnership with Antur Cymru, Menter Gorllewin Sir Gâr, and PLANED, working across Carmarthenshire, Ceredigion, Pembrokeshire, and Powys.

About the Fund and Its Ambitions

The Porth Gwyrdd project is funded by the Welsh Government's Dormant Funds Green Careers Programme and is managed by the National Lottery Community Fund in Wales. The fund aims to:

- Increase awareness of green careers among young people, especially those who are disabled or from diverse ethnic communities.
- Support these young people into green careers through skills development, work experience, and long-term employment.
- Equip employers to provide inclusive opportunities.
- Share learning to influence policy and practice, driving innovation and inclusion in the green economy in Wales and beyond.

Purpose of the Role

The Engagement Officers will play a pivotal role in reaching, inspiring, and supporting young people aged 16-30 to participate in the Porth Gwyrdd project. Working closely with local communities, and project partners, they will ensure that the voices and needs of underrepresented groups are central to all activities, and that opportunities are accessible, inclusive, and relevant.

Key Responsibilities

- Proactively identify, reach out to, and engage young people from target groups across the Mid and West Wales, building trust and awareness of green career pathways.
- Develop and maintain strong relationships with local schools, colleges, community groups, youth organisations, DWP to promote the project, increase awareness of the green economy and recruit participants.
- Co-design and deliver inclusive engagement activities, workshops, and events—both in-person and online—to raise awareness of green careers and the support available.
- Provide 1:1 and group support to young people, helping them understand their options, build confidence, and access project activities, training, and placements.
- Act as a key point of contact for participants, offering ongoing encouragement, guidance, and signposting to relevant services and resources.
- Support the recruitment, induction, and involvement of Peer Ambassadors, ensuring their lived experience shapes project delivery and outreach.
- Work collaboratively with project partners, to ensure a joined-up and holistic approach to participant support.
- Contribute to the development and dissemination of bilingual (Welsh/English) materials, ensuring all communications are accessible and culturally sensitive.
- Maintain accurate records of engagement activities, participant progress, and feedback, contributing to monitoring, evaluation, and reporting.
- Represent the Porth Gwyrdd project at local forums, networks, and events, championing the voice of young people in the green economy.

Impact and Outcomes

- Increased awareness and motivation among marginalised young people to pursue green careers.
- Improved confidence, skills, and employability of young participants through tailored support and training.
- Higher progression rates into paid placements, internships, further education, or employment for underrepresented groups.
- Greater inclusion and representation of diverse young people in the green workforce

Person Specification

Essential

- Experience of community engagement, youth work, or outreach, particularly with underrepresented or marginalised groups
- Understanding of barriers faced by disabled young people and those from diverse ethnic backgrounds
- Ability to build rapport and trust with young people and community stakeholders
- Strong communication and interpersonal skills, with a commitment to equality, diversity, and inclusion
- Experience organising and delivering workshops, events, or group activities
- Ability to work independently and as part of a team, managing a varied workload
- Organisational skills and attention to detail, with experience maintaining records and reporting
- Positive, proactive, and flexible approach
- Welsh language skills (spoken and written)

Desirable

- Knowledge of green skills, sustainability, or environmental sectors
- Experience working in bilingual or multicultural settings
- Familiarity with supported employment or careers guidance
- Experience supporting or working alongside Peer Ambassadors or volunteers

Other

- The partnership is committed to flexible working and supporting staff wellbeing.



- This post is subject to an enhanced DBS check.
- Full UK driving licence and willingness to travel across the four counties covered by the project.

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