

Candidate Information Pack

Helping individuals unlock their potential

Project Support Officer

Salary £28,598 - £31,022 Pro Rata

Hours 30 Hours per week (09:00-15:00 Monday to Friday)

Location All Môn CF Offices
(Amlwch, Holyhead, Llangefni)



www.moncf.co.uk/careers

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Welcome To: Môn Communities Forward



RITA STEWART
CHIEF EXECUTIVE OFFICER

“At Môn CF, we believe that our staff are our greatest assets.

When you join our team, you're not just taking on a job; you're becoming part of a supportive, purpose-driven organisation that is dedicated to making a real difference in our communities.

We offer a positive and inclusive working environment, opportunities for personal and professional development, and a strong commitment to staff wellbeing.

*Whether you're starting your career or bringing years of experience, you'll find a place at Môn CF where your ideas are valued, your growth is encouraged, and **your work truly matters.**”*

About Môn CF



Môn CF is a charity and company owned by the people of Anglesey.

We work to help develop individuals and businesses on Anglesey and North Wales, creating a brighter and prosperous future for the island and region

Providing Employment Support, Business Support, Training and Community Projects on Anglesey since 2003.

Our mission is to be known as the go-to organisation that provides opportunities, changes lives, and creates positive futures for the people of Anglesey!

MÔN CF HAS BEEN SUPPORTING INDIVIDUALS, BUSINESSES, AND COMMUNITIES SINCE 2012





About the Role

Project Support Officer

Salary £28,598 – £31,022 Pro Rata

Hours 30 Hours (09:00–15:00 Monday to Friday)

Location All Môn CF Offices
(Amlwch, Holyhead, Llangefni)

POST OUTLINE:

To support the delivery of Employment Support Programmes by coordinating and delivering community-based engagement activities that support economically inactive individuals to improve confidence, wellbeing, and readiness for employment.

The role will focus on frontline delivery and coordination, ensuring participants are engaged in meaningful activities and supported to progress into further provision.

Job Description

About the Job

Community-Based Delivery

- Deliver engaging, inclusive sessions within community settings, including:
 - Wellbeing and confidence-building activities
 - Creative and practical sessions (e.g. crafts, woodwork, light skills-based activity)
 - Informal employability-focused sessions where appropriate
- Adapt delivery to meet the needs of individuals facing Health-related barriers, Long-term unemployment and/or Low confidence or social isolation
- Create a welcoming, safe and supportive environment to encourage participation

Activity Coordination & External Provision

- Identify, organise and coordinate external providers to deliver specialist sessions (e.g. wellbeing practitioners, trainers, community organisations)
- Liaise with partners to schedule and manage delivery
- Ensure all external activity aligns with programme objectives and participant needs
- Support the development of a varied and engaging activity timetable

Participant Engagement & Progression

- Act as a key point of contact for participants attending sessions
- Build positive relationships to encourage ongoing engagement and attendance
- Support individuals to build confidence and routine, engage consistently in activities and progress toward structured employability support
- Work closely with the Employment Support Manager to identify participants ready to move into progression programmes

Administration, Recording & Reporting

- Maintain accurate and up-to-date participant records, including Attendance, Engagement levels and Activity participation

Use internal systems to input and manage data

- Support reporting requirements by providing regular updates to the Employment Support Manager
- Ensure all documentation meets compliance and audit standards

Outreach & Community Engagement

- Support outreach activity to promote sessions and increase participation
- Engage with local community groups, partners and stakeholders
- Represent Môn CF in community settings, promoting a positive and inclusive offer

Person Specification

About You

Essential

- Strong interpersonal and communication skills
- Ability to engage and motivate individuals with low confidence
- Experience delivering or coordinating group activities
- Organised with the ability to manage multiple tasks and priorities
- Competent IT skills and ability to maintain accurate records

Desirable

- Experience in employability, community development, or wellbeing programmes
- Experience working with individuals facing barriers to employment or social inclusion
- Experience coordinating external providers or partners
- Understanding of barriers linked to economic inactivity and health

Key Skills

- Relationship building and communication
- Organisation and coordination
- Creativity and adaptability
- Reliability and accountability
- Empathy and emotional intelligence

A Full Valid Driving Licence and access to own vehicle is essential for this post

FLEXIBILITY

Your attention is drawn to the fact that some duties and responsibilities are difficult to define and may vary from time to time without altering the general character of the duties and levels of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary, interchange within the organisation to meet the changing needs and demand of the service. Such a requirement will allow the expertise of the post holder to be developed and maximised to the mutual benefit of the employer and employee.

Recruitment Timeline

Our Process

Make sure you submit your application before the closing date as late applications will not be accepted.

RECRUITMENT ACTIVITY	DATE
Closing date for applications	29/05/2026
Application Shortlisting	03/06/2026
Interviews	08/06/2026

Applicants will be contacted via the email address and/or telephone number provided in the application form.

To help minimise our environmental impact, we aim to keep communications paperless whenever possible; letters will be posted only upon request.

Interviews will be held face to face at our Head Office:
63 Market Street, Holyhead, Anglesey, LL65 1UN

Our Priorities

People & Communities First



Employment Support

To **become the go-to organisation** supporting the people of Anglesey to reach their full economic potential.



Business Support

To be **the first port of call** for businesses (New or existing) looking for help.



Training

To **provide high-quality training** which contributes to meeting local skills needs.



Schools & Young People

To **prepare young people for their future** in the world of work.



Properties

To **create sustainable, vibrant, and viable places** by bringing properties into local community use and ownership.



Our Core Values

Part of the bigger picture

1. Collaboration & Partnership

Building strong partnerships with local stakeholders, organisations, government agencies and businesses to leverage resources, expertise and networks for the collective benefit of the community.

2. Accountability & Transparency

Upholding high standards of accountability and transparency in all organisational activities, including financial management, decision-making processes and reporting mechanisms.

3. Community Empowerment

Prioritising the needs and aspirations of the community, ensuring their active participation in decision-making processes and empowering them to shape their own future.

4. Inclusivity & Diversity

Embracing diversity in all its forms and ensuring inclusivity by creating opportunities for all individuals, regardless of their background, to participate and benefit from the organisation's initiatives.

5. Social Justice

Advocating for fairness, equality, and social justice, and working to reduce disparities and inequalities within the community, particularly in terms of access to employment, resources, and opportunities.

6. Resilience & Adaptability

Building resilience within the community and organisation itself, adapting to challenges, setbacks, and changing circumstances while remaining steadfast in the pursuit of its mission and goals.

Why Choose Môn CF?

A purpose-driven team

1 Generous Annual Leave Entitlement

Starting at 26 days per year, plus an additional 8 bank holidays, and additional days off for office closure between Christmas and New Year

2 Length of Service Reward

An additional 2 days of annual leave after 3 years of service with the company, and a further 2 days after 5 years of service - up to 30 days in total (plus bank holidays)

3 Modern and Comfortable Offices

We have modern and comfortable offices in Holyhead, Amlwch and Llangefni

4 Welsh Hospital Association Membership

WHA can help you with everyday health care costs such as the dentist, optician and physiotherapy for example. This is paid for by the company.





5 **Good Compensation**

We offer good rates of pay, enhanced sick pay and a paid 30 minute lunch break.

We also have an employer pension contribution of 10% (with employee contribution of 5% = Total 15% pension)

6 **Helping you to stay active**

We offer the Cycle2Work scheme, in addition to corporate gym membership discounts

7 **Wellbeing Support**

We have a variety of wellbeing activities and even close our offices for some staff wellbeing days. In addition we offer 2 volunteering days per annum. For those in need of additional mental health support we can offer to assist you to access the right services.



8 **Flexible Working**

We understand the way in which people want to work has changed in recent years, which is why you can choose to make up your FTE in a way that suits you. Our core working hours are 09:00 - 15:00 Monday to Friday and you can choose to start or finish flexibly between 07:00-09:00 and 15:00-18:00.





How to Apply

Apply Today

To apply for this post, all candidates must complete our application form to be considered. The application form can be found on the Careers page of our website.

Please do not submit your CV, as only the information provided within the Application Form will be used at the shortlisting stage.

When completing your application, please familiarise yourself with the job description and the person specification within this information pack so you understand the essential qualifications, skills and attributes for the role.

Whether or not you are shortlisted for an interview is based on the information you provide in your application form.

Appointments are conditional upon a valid Right to Work check and undertaking a Disclosure and Barring Service (DBS) check. Please be aware this check will pick up any spent and unspent convictions or cautions.

Contact Us

Apply Today


If you have any issues accessing or completing the application form, please contact Stephanie Pritchard, the HR Manager via 01407 762 004 or careers@moncf.co.uk

If you have any questions regarding this role or would like an informal chat before applying please contact us.

We welcome correspondence and calls in Welsh and English and we will respond equally to both and will reply in your language of choice without delay.

Thank you for your interest in joining our dynamic team.

 careers@moncf.co.uk

 01407 762004

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   @moncfanglesey

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