



Development Support Manager

Hub Cymru Africa

Job Description

Employed by:	Sub-Sahara Advisory Panel
Responsible to:	Senior Development Support Manager
Salary:	£34,434.00 per annum pro rata (Actual (£20,660.40 per annum based on 22.5hrs per week)
Employment terms:	Fixed term contract – currently to 31st March 2027 subject to funding (with the possibility of extension subject to future funding)
Location:	Wales. Hybrid or remote working, with attendance at the SSAP Offices in central Cardiff expected as required
Hours:	Part Time (22.5 hours per week) flexible working days and time may be considered
Annual Leave:	28 days plus public holidays pro rata
Travel:	This role will require travel throughout Wales and occasionally the UK, including overnight stays
Pension:	The post-holder will be auto-enrolled into SSAP's pension scheme NEST. SSAP operates a pension scheme to which both the employee and the employer will make contributions. You will pay in 5% of your earnings each pay period. We will also pay in 5% of your earnings each pay period. Therefore, the total contribution to your pension pot will be 10%



Hub Cymru Africa

The Hub Cymru Africa (HCA) partnership was established in 2015 as a collaboration between NGO partners. It receives funding from the Welsh Government to deliver key elements of the [Wales and Africa Programme](#). The partnership currently includes Fair Trade Wales, Cymru Global, Sub-Sahara Advisory Panel (host partner) and Global Health Partnerships Cymru. All partner members are legal entities in their own right. Since 2018, the Partnership has expanded in scope, and with additional funding from the UK Foreign, Commonwealth and Development Office, works with a wide range of organisations to support a vibrant international development sector for Wales, as part of the UK Alliance.

About Sub-Sahara Advisory Panel

Sub-Sahara Advisory Panel was formed in 2009 when a number of African diaspora groups in Wales met to consider how they might collectively advance their common interest in local issues affecting African communities in Wales as well as those in Africa. SSAP applies the lived experience, skills, capacity and knowledge found within Welsh-African diaspora communities. We want to bring our lived experiences to the charity sector as well as advocating for the diaspora in international development. We do this by implementing development initiatives in Wales and across Sub-Saharan Africa. See ssap.org.uk for more information.

Summary of this role

The Development Support Manager will work with the rest of the Hub Cymru Africa team supporting groups and individuals to develop high-quality and sustainable partnerships between Wales and Africa. You will do this by working one-to-one with individuals running small charities and partnerships, identifying their needs and supporting them to find solutions to their challenges and work to high standards. In addition, you will support the design and delivery of a programme of training, learning and information-sharing events throughout Wales.

Hosted by the Sub-Sahara Advisory Panel, Hub Cymru Africa supports civil society organisations, diaspora-led initiatives, and community groups working to build fairer and more sustainable futures between Wales, Africa, and beyond.

We're looking for someone who enjoys working in a team, has enough confidence to deliver training online and in person, can support groups and people to find solutions



to problems and has a strong sense of how to monitor and evaluate our work in order to help us learn and improve.

Alongside this we want someone who can be flexible with their time. This doesn't mean 'long hours' but when required you can deliver a 9-5 training session, represent us at an event on a Saturday or have a meeting with a volunteer who might only be free in the evenings. You can take the time back, but the role won't suit someone who needs a very rigid working pattern.

Specific responsibilities for this role will include:

1. Development Support

- Coordinate development support for individuals, groups and organisations, assessing needs, ensuring peer learning, researching and providing resources and tools
- Work with organisations to support them and find solutions to challenges in programme design, implementation, fundraising and other mutually identified areas
- Support groups to review their effectiveness and support them to develop action plans including identifying any training needs or areas for further support
- Keep up to date with Third Sector training and development opportunities in order to link groups with training and events that support their needs
- Support groups to develop monitoring and evaluation plans for their work.

2. Training and Events Programme

- Play an active role in designing and delivering HCA's training programme, ensuring that experiences and lessons learned are shared within the wider community
- Review existing training and learning materials developed by members of the HCA partnership, allowing for inclusion of good practice and new materials as needed
- Deliver tailored training courses that address organisational effectiveness, implementation and impact and other topics as identified by partners.

3. Leveraging funding and fundraising advice

- Ensure that information on relevant funding opportunities is shared with and accessible to groups



- Encourage and support groups to apply for funding, including through UK funding streams from FCDO, Community Lottery and Comic Relief, as well as private foundations and trusts
- Where requested, provide detailed support to groups in the application process including reading draft submissions and providing advice, particularly in relation to Wales and Africa grants.

4. Shared Learning Events

- Coordinate and lead regional shared learning events, bringing together groups working on thematic headings to share experiences
- Work with other members of the HCA team to advertise, manage and host events across Wales
- Ensure lessons learnt from events are documented and that combined knowledge is maximised within the Wales and Africa community
- Develop new resources based on lessons learnt as relevant.

5. Cross-Cutting Responsibilities (shared with all Partnership staff)

- Ensure that all work is planned and delivered as part of the overarching Hub Cymru Africa Strategy
- Contribute in a fair and proportional way to shared Partnership activities, including major events, communications and outreach work
- Ensure a good level of linkage between the work of the Partnership organisations: Cymru Global, Fair Trade Wales, Global Health Partnerships Cymru and Sub-Sahara Advisory Panel
- Work with the Diaspora and Inclusion Officer to ensure that marginalised groups can access support, training and grants
- Report on progress to your line manager and, where requested by the manager, directly to the Partnership Board or Welsh Government
- Ensure our safeguarding responsibilities are met and we ensure best practice in the wider Wales and Africa Sector
- Ensure that the programme is delivered bilingually and actively increases the involvement of Welsh speakers
- Contribute all relevant Monitoring, Evaluation and Learning data required within the project
- Ensure that funds are spent for the programme's approved purposes and that all transactions are supported with financial paperwork
- Undertake occasional other duties where delegated by the Head of Partnership or the Senior Development Support Manager.

Person Specification

Essential

- Educated to degree level or with relevant experience gained through paid or voluntary work
- Experience of designing and delivering training and events, preferably to small charities and community-based organisations
- Experience of delivering advice and support to groups or individuals working on community-based projects
- Knowledge and understanding of current affairs in Africa, international development and global solidarity
- Demonstrable understanding of the voluntary sector, in particular challenges facing small and micro-organisations
- Experience of project design and management, including monitoring, evaluation and learning
- Ability to work cooperatively and productively with team members with a willingness to openly exchange information and support colleagues
- Creative and critical thinking skills to solve problems, take advantage of opportunities and contribute to overall programme design
- Excellent written and spoken communication skills in English
- Good IT skills with particular strengths in CRM systems and on platforms that support digital and remote working (e.g. Zoom, Slack, Trello).

Desirable

- The ability to communicate in Welsh
- Knowledge and experience of working on inclusion and anti-racism
- Experience working with community-based volunteers in Wales or Africa.

The Application Process

To apply for this role, complete an application form and email it to humanresources@ssap.org.uk by 23:59 BST **Sunday, 31st May 2026**.

Please note that we do not accept CVs alone and application form will need to be completed.

Unfortunately, we are not able to offer sponsorship for this role. It is necessary for you to have the legal right to work in the UK when you begin employment with SSAP.



Additionally, as part of the employment offer, you will need to pass employment referencing checks.

Interview Date: Thursday 11 June 2026.