

JOB DESCRIPTION

Job title	Routes into Languages Cymru Project Manager
Department:	Educational Support
Section:	CILT Cymru
Responsible to:	CILT Director
Grade:	10
Location:	Western Avenue, Cardiff
Main purpose of Job:	

The post-holder will have a key role in developing and coordinating the HEFCW-funded 'Routes into Languages Wales' project, as well as other aspects of CILT Cymru's support for Higher Education in Wales.

The work will involve close collaboration with the 'Routes' network in England, managed by the Subject Centre for Languages, Linguistics and Area Studies in Southampton.

Routes into Languages Wales will seek to increase and widen participation in language learning post-14, and support the national role of HE languages as a motor of economic and civic regeneration.

Principal Duties and Responsibilities:

- Coordinate and deliver activity across a consortium of Welsh HEIs involved in the Routes into Languages Cymru project
- Liaise with a range of stakeholders and individuals involved in Routes into Languages Cymru (including schools, colleges, Careers Wales, the University Careers service, British Council Wales, The European Commission, employers and Routes into Languages England)
- Contribute to conferences for the HE sector
- Work with project partners to develop a programme of activity and events accessible to young people in Wales and which meet the targets of the funders
- Recruit, train and manage teams of Student Language Ambassadors
- Maintain the project's online presence through a website and various social media platforms
- Evaluate and report according to the needs of the funders
- Manage project finances in partnership with CILT Cymru and the project funders
- Contribute to project-related research
- Line manage project staff
- Other appropriate tasks and support for CILT Cymru and WJEC's Educational Support directorate
- Keep up to date with relevant developments in education

Person Specification

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Department:	CILT Cymru

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

Skills and Abilities

Highly desirable

- A high level ability in English and Welsh
- Good writing skills
- Excellent interpersonal skills
- Excellent ICT and presentation skills
- Financial skills

Desirable

- Research skills

Knowledge

Highly desirable

- An awareness of the education system in Wales and the challenges facing MFL in the secondary and HE sectors

Desirable

- Knowledge of general education issues in Wales
- An awareness of Welsh languages issues

Experience

Highly desirable

- Experience of project management
- Experience of event management

Training / Qualifications

Highly desirable

- A degree in a Modern Foreign Language

Other Requirements

Highly desirable

- A current driving licence
- A flexible attitude as work during evenings and at weekends will be required

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
Teitl y Swydd: Job Title:	Routes into Languages Cymru Project Manager		
Cyflog: Salary:	£32,733 pro rata (subject to job evaluation)	Gradd: Grade:	10
Gwyliau Blynnyddol:	25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol/ychwanegol o wyliau yn ogystal ar hyn o bryd.		
Annual Leave:	25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays		
Pensiwn:	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol		
Pension:	The provision of the Local Government Superannuation Act apply		
Math o Gytundeb:		Contract Type:	
<input type="checkbox"/> Llawn-amser / Full Time <input type="checkbox"/> Rhan-amser / Part Time <input type="checkbox"/> Llawn-amser Tymor Cyfyngedig / Full Time Limited Term <input checked="" type="checkbox"/> Rhan-amser Tymor Cyfyngedig / Part Time Limited Term		Nifer yr oriau yr wythnos No of hrs per week Diwedd y Tymor End of Term Diwedd y Tymor End of Term Nifer yr oriau yr wythnos No of hrs per week	
		Dependent on a period of maternity leave 21hr 54mins (3 days a week)	
Dull Ymgeisio:		Method of Application:	
Dylid anfon ffurflenni wedi'u llenwi ar e-bost at ad@cbac.co.uk neu eu postio i'r Uned Adnoddau Dynol, CBAC, 245 Rhodfa'r Gorllewin, Caerdydd, CF5 2YX erbyn 20 Mehefin 2013.			
Completed forms should be sent by email to hr@wjec.co.uk or returned by post to the Human Resources Unit, WJEC, 245 Western Avenue, Cardiff CF5 2YX by 20 June 2013.			