



**Routes into Languages Wales Programme Co-ordinator (Grade 2)**

Full-time post or at least on a 0.6 basis, for one year in the first instance  
*Proficiency in Welsh is essential for this post*

BACKGROUND

The post-holder will have a key role to play in ensuring the effective delivery of the programme plan.

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.

This is a full-time appointment or at least on a 0.6 basis, tenable for one year in the first instance, with the possibility of it being renewed for up to 3 years. The post is tenable from January, 2010, or as soon as possible thereafter.

<b>Responsible to:</b>	Routes into Languages Wales Project Manager
<b>Line Management responsibilities:</b>	none
<b>Objective of Post (Impact):</b>	<b>A</b> dministrative support for the HEFCW-funded ‘Routes into Languages Wales’ project , as well as other aspects of CiLT Cymru’s support for Higher Education in Wales
<b>Expectations of the post (accountability)</b>	<b>P</b> roactive administrative support to line managers; <b>C</b> ontributing to the effective operational management of projects; <b>F</b> ront line contact for enquiries; <b>D</b> issemination of information, <b>M</b> anaging financial information
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Duties of the job will include:

1. Providing a first point of contact for enquiries about the programme
2. Communicating with a wide range of people, including liaison with a consortium of Welsh HEIs involved in the ‘Routes into Languages Wales’ project, and with all stakeholders, including directors and managers of other consortia, the Project Steering Group, LLAS, CiLT, and any external evaluators.
3. Effective communication and dissemination of information about the project via a range of media , including print, electronic, and web .

4. Contributing to development of programme of national meetings and major events, conferences and exhibitions.
5. Arranging meetings, seminars and events
6. Working with the Project Manager to oversee the project timetable and reporting schedule, and ensure that deadlines are met
7. Providing routine administrative support for the Routes into Languages Wales programme,
8. Monitoring expenditure on the programme, and providing advice to the Project Manager in matters relating to financial planning.
9. Providing regular financial reports for the CILT Cymru Finance Officer, LLAS and HEFCW.
10. Other appropriate tasks and support for CILT Cymru activities as required
11. Keeping up to date with relevant developments in education

### Competences

The most significant competences required to support the knowledge content of this job are

1. Communication skills – *the ability to give and receive information*
2. Efficiency and order – *showing concern for things to be done efficiently*
3. Flexibility - *the ability to change one's approach to fit different situations*
4. Initiative – *the ability to think ahead and take action*
5. Interpersonal skills – *the ability to relate easily to others*
6. Team skills - *the ability to collaborate as part of a task group*

### **Essential qualifications, experience and skills**

- A Levels or equivalent qualifications
- Substantial administrative or secretarial skills and experience
- Excellent verbal and written communication skills in English and Welsh
- Excellent ICT skills (Word, Excel, Outlook, Powerpoint)
- The ability to update web pages
- Awareness of the education system in Wales
- Financial skills (monitoring budgets)
- A clean driving licence
- Interest in and enthusiasm for languages

### **Desirable qualifications, experience and skills**

- A degree qualification
- An administration or business qualification
- Experience of working in an education environment
- Experience of using Microsoft Access