

JOB DESCRIPTION & PERSON SPECIFICATION

Group:	COMMUNITY & CHILDREN'S SERVICES
Division:	PUBLIC HEALTH, PROTECTION & COMMUNITY SERVICES
Section:	COMMUNITY SERVICES
Sub Section:	Welsh Language Services
Post Title:	Project Coordinator
Vision Post Number:	16943
Grade:	GR10
Responsible to:	
Posts Reporting to this Post:	NONE
Team:	N/A
DBS Required Level:	ENHANCED
Location:	The Pavilions, Clydach
Date of Description:	JUNE 2019

KEY OBJECTIVES

- To liaise with National Eisteddfod officers and Chair of the Working Committee (Pwyllgor Gwaith) on behalf of the council with regards to the hosting of the National Eisteddfod (Rhondda Cynon Taf 2022)
- To work with National Eisteddfod officers, y Pwyllgor Gwaith, schools, community groups and the private sector as a programme of activities is developed that will support the local authority reaching its given contribution target of £350,000 towards hosting the National Eisteddfod in 2022 (Rhondda Cynon Taf 2022)
- To work across all council service areas with regards to contributing to the work and cost of hosting the National Eisteddfod, including contributing to the given target.

- To promote the opportunities available for children, young people, residents and businesses to engage with the National Eisteddfod
- To advise Council services on ways in which they can maximise the positive impact of the Eisteddfod over the longer term
- To liaise with relevant National Eisteddfod Officers to ensure that there is complementarity with the Eisteddfod's own initiatives

SPECIFIC RESPONSIBILITY

Promotion

1. To work with colleagues in the Communications Directorate, Marketing Team and the Education Directorate to develop and implement an effective plan for promoting the National Eisteddfod across all schools (Welsh-medium and English-medium) in Rhondda Cynon Taf.
2. To work with colleagues from a range of services to develop and implement an effective plan for promoting the opportunities available for communities to become involved in preparations for the National Eisteddfod 2022.
3. To work closely with the press and social media team to ensure that messages regarding the opportunities available are disseminated regularly prior to the event taking place.
4. To investigate in partnership with the Council's Regeneration and Prosperity service the potential opportunities for local businesses and to disseminate these messages widely.

Community engagement

6. To highlight the work being undertaken to Elected Members so that they have relevant information to share with their communities and the Governing Bodies of Schools that they attend.
7. To work closely with the Communities for Work (+) team so that they can prepare relevant service users for volunteering opportunities that will become available during the Eisteddfod week.
8. To work with the Arts Service to ensure that their service users understand how to become involved in the preparations for the National Eisteddfod.
9. To identify and work with relevant Welsh-medium groups across the county.
10. To target key English-medium groups who may be interested in engaging with or competing in the Eisteddfod.

Fund-raising

11. To work with Eisteddfod officers/Chair of the Working Committee (Pwyllgor Gwaith) and a wide range of partners and service areas to develop and implement a fund-raising plan including a range of initiatives;
12. Along with the Chair of the Working Committee, monitor the Fund –raising Plan regularly against the target of £350,000 that has been allocated for the Council to raise;
13. Along with the Chair of the Working Committee, to approach businesses for sponsorship and put all relevant systems and processes in place to accommodate these donations.

Partnership working

14. To work with a wide range of partners including (but not exclusively):
 - Council services
 - Pwyllgor Gwaith yr Eisteddfod
 - Menter Iaith
 - The Urdd
 - University of South Wales (Welsh for Adults Centre)
 - Coleg y Cymoedd
 - Local Arts organisations
 - Businesses
 - The third sector
 - Community groups
15. To produce monthly reports on developments for the Service Director (Community Services) and any other reports required for consideration by Cabinet.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).

PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE / EDUCATION	<p>Ability to develop detailed plans with clear targets.</p> <p>Ability to communicate effectively in Welsh and English especially in relation to writing reports.</p> <p>Welsh Language Level 5.</p>	<p>Ability to use Microsoft Office applications</p>
EXPERIENCE	<p>Experience of working in partnership with a wide range of organisations.</p> <p>Experience of working on projects that used social media effectively.</p> <p>Experience of managing projects.</p>	<p>Formal monitoring and evaluation of projects</p> <p>Experience of raising funds and/or approaching businesses for sponsorship.</p>
COMPETENCIES		
Working Partnerships and Team	<p>Is proactive and positive about giving support, advice, guidance and sharing best practice with colleagues.</p> <p>Will go 'over and above' what's normal to contribute to the team's effectiveness.</p>	

Communicating Effectively	<p>Cascades and shares information appropriately – on time and to the right people.</p> <p>Communicates clearly and concisely.</p>
Achieving Results	<p>Takes pride in delivering high quality work for the benefit of Service Users. Meets or exceeds targets.</p> <p>Anticipates potential problems and resolves them early.</p>
Being accountable	<p>Takes a positive attitude towards delivering work.</p> <p>Is always open, honest and transparent.</p>
Creating and responding to change	<p>Uses own creative and innovative skills to achieve best results.</p>
Focusing on service users	<p>Is very approachable and encouraging to customers, whilst remaining professional and unbiased.</p>
Managing resources	<p>Plans well in advance to meet deadlines.</p>
Professional expertise and development	<p>Takes feedback positively and uses it to develop; learns from mistakes.</p>
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	<p>Able to travel independently in line with the requirements of the post.</p>