# Cydlynydd Dysgu Cymraeg / Learning Welsh co-ordinator

Role Description

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| Salary grade: |  | C |
| Reference number: |  | CDC |
| Team: |  | Arts Development |
| Line managing: |  | No line management responsibility |
| Location: |  | Flexible – can work from any Arts Council office |
| Travel: |  | Frequent |

The Arts Council of Wales

Arts Council of Wales is an independent charity, established by Royal Charter in 1994. It is a Welsh Government Sponsored Body whose members are appointed by the Welsh Government.

The Welsh Government provides the majority of our funding. We also distribute funding from the National Lottery and raise additional money for the arts where we can from a variety of public and private sector sources.

We’re ambitious for the arts in Wales. Our vision is of a creative Wales where the arts are central to the life and well-being of the nation, making our country an exciting and vibrant place to live, work and visit. The success of our vision depends on the imagination and creativity of our artists, the quality of their work and the efforts made to reach out to and inspire audiences. We work to create the environment in which ambitious, enterprising artists can grow and flourish and where as many people as possible enjoy and take part in the arts.

Our values

As a public body we’re expected to uphold the highest standards of accountability and openness. We also value creativity and innovation. Our staff often work together in groups and teams to achieve our programmes of work. We place particular emphasis on flexible, collaborative working and support our staff to nurture and develop these skills.

About this role

This post is the result of a new partnership between the Arts Council and the National Centre for Learning Welsh with additional funding from the Centre through the Welsh in workplace scheme. It is intended to create, maintain and co-ordinate a new 'Welsh in the Workplace' service for the arts sector. Knowledge and experience of teaching Welsh will need to be used in responding to requirements within the sector. The co-ordinator will provide opportunities for council members, staff, individual artists, organisations and arts centres to develop and grow their skills and confidence in the Welsh language by providing relevant Welsh language learning courses, co-ordinating opportunities to build confidence in their Welsh and creating Welsh language learning resources relevant to the arts field.

The co-ordinator will respond to the research recommendations of 'Welsh language development pathways within the arts' focusing on the needs of artists, organisations and arts centres in developing their Welsh language skills. Creative experience or skills will benefit the job as it will be necessary to respond creatively to challenges and create learning styles relevant to the sector.

The main requirements of the post will be to:

* conduct or co-ordinate learning courses at various levels
* provide courses relevant to the various arts specialities using methods and language that attendees are likely to use in their work.
* ensure continued support for learners
* co-ordinate a 'Siarad' service and mentoring to raise confidence.
* create/adapt a digital resource that can assist the sector in developing their language skills.
* co-ordinate support for freelance practitioners to attend courses.
* share good practice with the wider sector.

The co-ordinator will receive the guidance and co-operation of the Welsh Language Enabler to ensure continuity and development of the Council's wider strategies within the language field. There will be close collaboration between the co-ordinator and the Centre for Learning Welsh to ensure a comprehensive development of the service. This post will contribute to the delivery of the recommendations of the Welsh language mapping report and the Government's target of reaching a million Welsh speakers by 2050.

Principal responsibilities

Training – Recruit, co-ordinate and deliver Welsh language learning training within the arts sector developing a service relevant to it and identifying the level of learner in order to provide the relevant learning training.

Specialist knowledge – Provide specialist knowledge of learning Welsh in the context of the arts. This role will focus on the diversity of the sector's requirements internally and externally and will require close collaboration and thorough planning in enabling individuals to develop their skills and confidence in the Welsh language.

Advice and information – Provide expert advice and information on developing Welsh language skills in the arts, taking a creative and imaginative approach to providing support in:

* responding to requests for support or advice on developing skills or raising confidence in the Welsh language
* creating and maintaining a constructive practical partnership with Welsh language course providers
* creating and maintaining a mentoring service for individuals so that they can raise confidence in using Welsh in the workplace
* creating or adapting online learning materials relevant to the arts sector in collaboration with the Centre for Learning Welsh
* advising and encouraging freelance staff and individuals to start or continue along the learning journey.

Connect – Develop, promote and maintain collaborative relationships with individuals, staff and arts organisations in encouraging the learning of Welsh and sharing positive stories.

Maintain contact between the council and Welsh language organisations in planning and co-ordinating the mentoring scheme.

Funding – Facilitating support or applications for freelancers to attend Welsh language learning courses or a mentoring scheme.

Advocacy – Promoting a positive profile of the Arts Council of Wales and the activities it supports.

Corporate compliance – follow those policies that protect the Arts Council and its staff from potential exposure to reportable risks and events. These include Fraud Prevention, the General Data Protection Regulation, Welsh Language Standards, Well-being of Future Generations and Cyber Security/use of ICT.

Additional duties – any reasonable duties consistent with the above.

Knowledge, experience and attributes

We want to attract to our organisation people who have an interest in the arts, a commitment to the principles of open and accountable public service, to work with a diverse range of customers. We believe in setting the highest standards in all aspects of our work. Every member of staff is therefore an ambassador and we expect everyone to respect and uphold our reputation.

We aspire to be an innovative, forward looking organisation. We look to our staff to work collaboratively with each other to ensure that we’re efficient, effective and useful.

We take for granted that our staff will be competent in their management of routine administration and that they’ll have developed good organisational skills. So we’re particularly interested in staff who have the ability to work imaginatively and flexibly to tackle the challenges that they’ll face – staff who have the initiative and drive to thrive in a busy work environment and who derive satisfaction from achieving ambitious and stretching targets.

In addition, this role requires the following specific knowledge, experience and attributes. Applicants will be assessed against the essential and desirable criteria set out below:

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|  | **Essential** | **Desirable** |
| **Qualifications** | * A ‘Dechrau Dysgu’ Qualification, equivalent qualification or experience of learning Welsh for adults
* A degree in an area relevant to education or the arts and/or equivalent relevant professional experience
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| **Knowledge** | * Understanding of the field of learning Welsh and raising confidence in the use of Welsh
* An understanding of the arts sector and the Welsh language sector in Wales and how they operate in contemporary Wales
* The ability to demonstrate a sound understanding of equality practices and always promote this philosophy
* Strong and confident knowledge of Welsh grammar and composition
 | * An understanding of key legislation and the curriculum
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| **Skills** | * Welsh for adults teaching skills for all levels
* Creative teaching skills
* Highly skilled IT and administration skills
* Excellent communication skills in speaking and writing – the ability to be an effective, credibility and persuasive advocate
 | * Skills which support teaching individuals with disabilities
* Project management skills

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| **Experience** | * Experience of Learning Welsh for Adults at a number of levels
* Experience of working with various partners and individuals
* Experience of creating and tailoring materials
 | * Experience of creating a new service or scheme
* Experience of developing partnerships
* Experience and confidence in imaginative new ways of learning Welsh
* Experience of teaching individuals with disabilities
* Experience and confidence in using imaginative new ways of learning Welsh
* Experience of process and systems relating to accreditation and eligible awards
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| **Attributes** | * The ability to inspire people to embrace the Welsh language and be an advocate who is entertaining and persuasive
* Ability to manage and deliver a diverse program of projects and tasks
* Ability to focus on outcomes and to steer projects and tasks to practical completion
* Ability to make decisions and implement them in accordance with the requirements
* The ability to look after yourself and work with little direct supervision
* The ability and willingness to travel across Wales and to work unsocial hours when necessary
* Practical awareness of the arts and culture sector in Wales
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| **Welsh language** | Fluency in Welsh (both written and spoken) to a minimum of Level 4 of this matrix <https://learnwelsh.cymru/media/3239/151217description_sgiliau.pdf> We can support you to develop and improve your language skills further. |  |