



Bilingual Programmes and Engagement Project Assistant (North Wales Hub and Special Projects across the UK)

Based in Venue Cymru, Llandudno – 3 days per week

Fixed term for one year (to be reviewed after the first year)

Department: Programmes and Engagement

Salary: £22,000 pro rata per annum

Interviews: 22 November 2021

Job Description

Job title: Bilingual Programmes and Engagement Project Assistant (North Wales Hub and Special Projects in Southampton and other Key WNO tour areas)

Location: Venue Cymru, Llandudno

Responsible to: Programmes and Engagement Producer North Wales

Main purpose of job:

Provide a range of project management, coordination and communication and on the ground community and logistical support to the Programmes and Engagement Producer North Wales Hub to ensure the smooth running of the programme, its projects and its relationships with stakeholders.

Key responsibilities:

Projects

- Working with on the ground community groups, providing support to community members, answering queries and ensuring that the people in the groups know where to be and who to contact.
- Contributing to event planning and logistics for a range of participatory programmes and high-profile performance events across North Wales.
- Supporting the coordination, administration and management of Youth Opera North Wales groups and at times leading the groups.
- Liaising with Youth Opera parents, guardians or family members
- Supporting the running of the Community singing projects.
- Liaising with venues, schools, choral groups, freelance practitioners and community groups, performers, vocal animateurs and répétiteurs.
- Recruiting participants for Youth & Community projects.
- Project managing special projects in Southampton with schools and community groups working closely with the Mayflower theatre as and when needed.
- Taking responsibility for specific projects as requested.

Administration

- Inputting and analysing project data.

- Maintaining databases.
- Maintaining office systems and records.
- Attending internal and external meetings as required.
- Contributing to evaluation
- Other administrative duties as required.

General

- To cooperate with us in complying with relevant health and safety legislation, policies and procedure in the performance of the post. The post carries responsibility for Health & Safety issues at level 6 (see attached).
- To behave in accordance with our values
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To ensure compliance with our policies and procedures at all times

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the organisation.

Person Specification

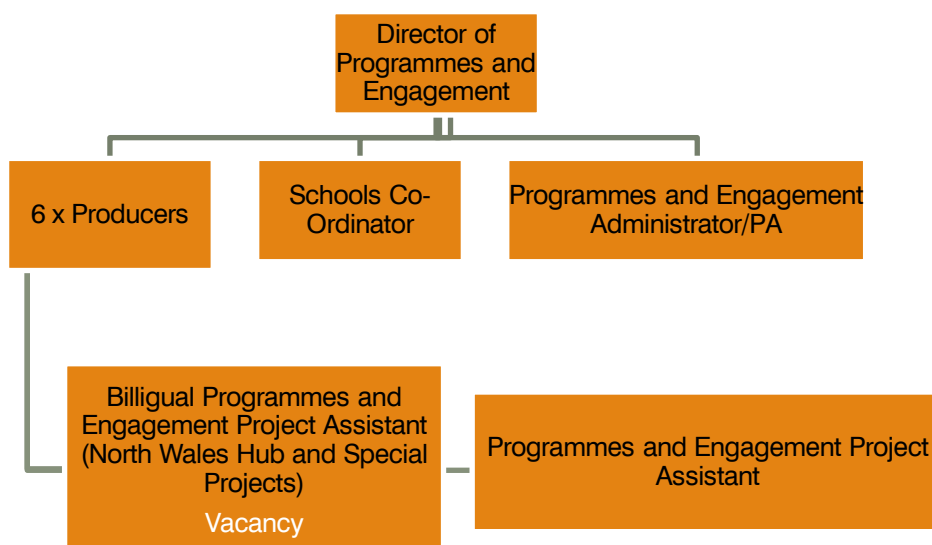
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Skills, knowledge and experience:

- Some experience working in the arts or in community focused organisations including voluntary or on a part time basis.
- Welsh Language Level 5 (Please refer to the Welsh Language Matrix).
- Good standard of general education (GCSE English & Maths Grade C or above).
- Strong IT skills (Microsoft Office packages – Word & Excel).
- Excellent communication skills both written and verbal, particularly when dealing with different types of people from varied backgrounds (including community groups and schools).
- Excellent organisational skills and an ability to manage competing demands.
- Self-motivation and an ability to prioritise your own work load in a timely manner.
- Ability to work on own initiative as well as being a team member.
- Ability to work quickly and efficiently, occasionally under pressure.
- Highly methodical and accurate approach to work.
- Helpful and enthusiastic manner.
- A "can-do" attitude, with an approach that no job is too small when running a busy project with varied participants.
- Dependability, discretion and punctuality.
- An interest in community arts is essential.
- Knowledge of North Wales communities and participatory arts scene.
- Willingness to work flexible hours including some weekends and a willingness to travel across North Wales and surrounding area as and when projects demand.
- Understanding of GDPR legislation *

Points marked with an asterisk (*) are desirable rather than essential.

Team Structure



WELSH LANGUAGE SKILLS MATRIX

LEVEL	LISTENING	READING	SPEAKING	WRITING
0	None	None	None	None
1	Able to understand basic enquiries in Welsh (Ble mae....? / Ga i siarad â....?)	Able to read basic words and phrases (signs or short and simple notes)	Able to conduct a general conversation (greetings, names and place names)	Able to write basic messages (Diolch am y llythyr.....)
2	Able to understand basic social conversation in Welsh	Able to read basic material involving work (slowly)	Able to answer simple enquiries involving work	Able to answer simple correspondence with assistance
3	Able to follow routine conversations involving work between fluent Welsh speakers	Able to read routine material with a dictionary	Able to converse with someone else, with some hesitancy, regarding routine work issues	Able to draft routine text, with editing assistance
4	Able to follow the majority of conversations involving work including group discussions	Able to read the majority of material in own work area	Able to speak the language in the majority of situations using some English words	Able to prepare the majority of written material, with some revision assistance
5	Able to understand all conversations involving work	Able to understand all material involving work	Fluent – able to conduct a conversation and answer questions	Skilled – able to complete complex written work without the need for revision

Health and Safety Individual Responsibilities

All Employees

(Level 6)

Every employed person, including Managers.

Responsibilities

All employees are responsible for: -

The observance and implementation of rules and systems which are derived from the Health and Safety Policy and the arrangements for its implementation.

Taking reasonable care for their personal health and safety and that of fellow employees and others who may be affected either directly or indirectly by their acts or omissions at work.

Reporting promptly to the appropriate Manager potential or actual hazards and defects.

Taking part in any health and safety training considered by the Company to be necessary in order to comply with the Company Health and Safety Policy and current legislation.

Knowing the correct action to be taken in the event of an accident, fire or other emergency.

Co-operating with Management and other employees in meeting statutory requirements.

Not interfering with or misusing anything provided to protect their health, safety or welfare which is required by legislation and using any machinery, equipment, substance or safety device in accordance with any training and instructions.