



Job Title: Coleg Cymraeg Cenedlaethol Branch Officer

Unit/School: Welsh Language Unit

Grade: 4A/B

HERA: WL15

Core purpose of role

Cardiff Metropolitan University is keen to appoint a Coleg Cymraeg Cenedlaethol (Coleg) Branch Officer who will play a key role in coordinating the development of Welsh-medium provision across the University. The person appointed will work closely with the Coleg, staff across the University and in collaboration with other higher education institutions in Wales to support the University in meeting its strategic aspirations for Welsh medium provision.

Key responsibilities and contributions

- Work closely with the University's Head of Welsh and the Strategic Leads for Welsh Medium Provision to ensure that the University's strategic Welsh medium education aspirations are met
- Act as the main link between the University and the Coleg, leading the various administrative work arising from that relationship.
- Provide internal support for projects funded through the Coleg, including co-ordinating the preparation of applications, providing project management support, preparing reports for internal and external stakeholders and monitoring budgets
- Coordinate and manage the work of the Coleg's branch in collaboration with the officers of the institution, and the Chair of the Branch and organise and administer meetings of the Branch.
- Analyse the Coleg's plans for expanding Welsh-medium provision, identify how the University could fully engage with these plans to increase opportunities for students.
- Analyse data on students who speak Welsh across the University and identify subject areas where the numbers suggest potential for further provision through the medium of Welsh, working with Deans and Directors to produce action plans.
- Coordinate institutional representation on the Coleg's national committees and structures together with institutional responses in relation to specific action points.
- Promote the Welsh-medium courses and the benefits of studying in Welsh and ensure that the Branch is visible at recruitment events such as open days and at public events.
- Administer and coordinate the Welsh Language Skills Certificate within the University acting as Examinations Officer for the Coleg's Welsh Language Skills Certificate following formal processes for misconduct and inquiries about results.
- Analyse and develop engagement activities for students, arrange and promote an annual calendar of social events and manage the Branch's social networks.



Person specification

Essential qualifications / Professional memberships

- A good honours degree or an equivalent professional qualification.

Essential experience, knowledge and skills.

1. Excellent interpersonal and communication skills with the ability to communicate effectively at all levels in both Welsh and English.
2. The ability to establish good relationships with staff members at all levels.
3. The ability to think creatively and offer appropriate solutions to problems.
4. The ability to demonstrate effective organizational skills and manage your own work to complete tasks within a tight schedule when necessary.
5. Excellent IT skills.
6. Experience of working with multimedia platforms including websites and social media.
7. The ability to act independently and proactively in various contexts without supervision.
8. Experience of producing reports.

Desirable

1. Good knowledge of how the Coleg Cymraeg Cenedlaethol and the Welsh Medium Higher Education Sector operate.
2. Previous experience of being involved in the Welsh Medium Higher Education sector.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#).

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.				
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user				



Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.	Essential	Essential	Essential	Essential
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post requires does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.