



Job Title: Welsh for Adults Manager

Unit/School: Welsh Language Unit

HERA: WL10

Core purpose of role

The post holder will be responsible for managing and delivering on the University's Welsh language teaching function. This function includes a range of Welsh for Adults programmes for staff and students and bespoke, high-level programmes for staff and students that already have a good level of Welsh language abilities.

This is a key post that will contribute to the ambitions of the University's Strategic Plan 2030 by developing the Welsh language skills of staff and students and help ensure a workforce and student population that uses Welsh regularly.

Key responsibilities and contributions

- To be responsible for the strategic planning and academic delivery of the University's Welsh for Adults programmes for staff and students, ensuring high quality provision ranging from complete beginner programmes through to advanced programs
- Produce and deliver specialised, high-level and intensive Welsh language programmes for academic and professional service staff that already have a good level of Welsh language skills to enable them to work through the medium of Welsh
- Produce and deliver high level Welsh language academic support and language improvements programmes for students that already have a good level of Welsh language skills.
- Ensure a quality assurance framework for monitoring and enhancing the effectiveness of the University's Welsh language teaching function.
- To lead and implement a recruitment process for the Welsh language programmes that targets both staff and students
- Line-manage other staff engaged in delivering Welsh for Adults programmes to staff and students
- To organise the timetabling of the Welsh language programmes
- Produce regular reports for senior level committees within the University on the effectiveness of the Welsh language teaching function.
- Produce regular reports for key external stakeholders (e.g. Welsh Government, Coleg Cymraeg Cenedlaethol, Cymraeg Gwaith) on the University's Welsh for adults programmes



- Submit bids on behalf of the University for funding to increase the provision available

Person specification

Essential qualifications / Professional memberships

- Educated to degree level.
- Eligible to teach Welsh to adults under the 2002 Welsh for Adults regulations, i.e. Qualification to teach Welsh for Adults, or experience of teaching adults pre-2002, or an appropriate teaching qualification.

Essential experience, knowledge and skills

1. Knowledge and experience of delivering Welsh for adults programmes across many levels.
2. Knowledge and experience of effective pedagogy and language teaching methodologies in delivering Welsh for adults programmes.
3. Experience of producing specialised, high-level Welsh language training.
4. Ability to prepare and deliver high quality teaching materials.
5. Excellent organisational and time management skills.
6. Ability to prioritise workload of self and others.
7. The ability to work to deadlines.
8. The ability to work as an individual and use your own initiative.
9. Excellent interpersonal skills.
10. Experience of producing evaluative reports.

Desirable

1. Experience of managing people.
2. Project Management qualification.

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. If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

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.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.	Essential	Essential	Essential	Essential

Disclosure & Barring Service requirements

This post 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.

