



Job Title: Communications and Engagement Officer, Diversity and Anti-Racist Professional Learning (DARPL)

Unit/School: Cardiff School of Education & Social Policy

Grade: Grade 5

HERA: CSSHS400

Core purpose of role

The Communications and Engagement Officer for Diversity and Anti-Racist Professional Learning (DARPL) will drive the networks communications and engagement agenda across Wales and internationally.

The post holder will develop and implement a range of high-quality communications and events for DARPL, covering its broad range of Professional Learning, research and engagement activities, whilst being a key point of contact for the network's stakeholders. They will manage DARPL's brand and a range of communications tools and channels to reach audiences across academia, Education bodies, industry, charities, as well as all Government levels. The post holder will also support DARPL and its members in the development and implementation of its community engagement and public involvement in research activities.

This is an exciting opportunity for an experienced communications professional to lead communications, drive engagement and support public involvement for cutting-edge Anti Racism Professional Learning and research.

Key responsibilities and contributions

- Deliver the communications strategy for DARPL, whilst by providing strategic communications support to its members.
- Produce high-quality and engaging content in a variety of formats, depending on the purpose and target audience: case studies, news stories, blogs, newsletters, posts for social media channels, multimedia and more.
- Build and maintain good networks with a wide range of stakeholders, including researchers, professional learning facilitators, funders, policymakers and other strategic partners.
- Develop and maintain a pipeline of high-quality stories on DARPL funded activity.



- Organise, co-ordinate and support high quality events for DARPL to engage with a wide range of audiences, including community events and networks which promote public involvement across Wales.
- Work with colleagues to ensure outputs, events and their impact are recorded for governance and funder reporting, and wider dissemination where appropriate.
- Manage and maintain DARPL's communications planner, including scheduling content across the most appropriate communications channels.
- Work with senior colleagues to research and write material for the student and staff comms platforms and contribute to DARPL's corporate publications. This includes coordinating all content, proofreading and overseeing the quality of articles and submissions where appropriate.
- To devise a way to measure the success of Professional Learning, Research, and Engagement projects, help monitor and evaluate activities.
- Support the coordination of public involvement and engagement activities, including with diverse under-served communities.
- Be fully familiar with Cardiff Met's communication protocols and procedures and review and update them where appropriate to ensure internal messages to students and staff are consistent and accurate.

Person specification

Essential qualifications / Professional memberships

- Qualified to degree level or equivalent in a communications/PR/ marketing related field

Essential experience, knowledge and skills

1. Knowledge of online communications tools and techniques
2. Effective communication and interpersonal skills
3. Excellent proofreading and copy-editing skills
4. Excellent standard of written English and able to write and think creatively
5. Capable of working under pressure
6. Highly organised with well-developed time management skills



7. Strong Networking skills
8. Experience in a communications/press/public relations orientated role
9. Demonstrable project management experience
10. Experience in a public relations/media role
11. Good knowledge of digital communications tools and tactics including video, updating and maintaining web pages, blogger engagement and social networks

Desirable

1. Experience in Journalism.
2. Knowledge of the Freedom of Information Act and Data Protection Act.
3. Willing and means to travel

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. | | | | |



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|---|-----------|-----------|-----------|-----------|
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| C1 - Fluent user Can communicate fluently in Welsh. | Desirable | Desirable | Desirable | Desirable |
| C2 - Master user Can communicate fluently on complex and specialist matters in Welsh. | | | | |

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.