



Job Title: Project Support Officer (DARPL Project: Diversity and Antiracist Professional Learning)

Unit/School: Cardiff School of Education and Social Policy.

Grade: 4

HERA: CSESP101

## Core purpose of role

The post holder will support the administration and the research within Project DARPL (diversity and anti-racist professional learning). The post holder will support the aims, administration and research within the project in a variety of ways. These will principally include administration support, liaison with the Project Director and team, partners, participants, translators, event planning and delivery support, data collection and analysis.

## Key responsibilities and contributions

- Support administration and partner collaboration in preparing for and delivering live events including schedules, speakers and venues/online delivery.
- Contribute to project development, supporting communications between the project team, partners and participants (collating resources, liaising with translators, using TEAMS, EventBrite, updating the DARPL website).
- Contribute to project design and where appropriate, data collection (e.g. evaluations, surveys and in session discussions) in consultation with the Project Director and the wider project team.
- Contribute to the project, working to agreed objectives ensuring the effective use of resources.
- Co-ordinate own work with that of others and contribute to planning of project work.
- Deal with problems which may affect the achievement of project objectives.
- Prepare progress reports on the project from time to time as required by the project team for internal review purposes.
- Prepare and present findings of project activity as appropriate. Presenting information on progress and outcomes to groups overseeing the project.
- Ensure that personal knowledge in a relevant field of study is kept up to date.
- Undertake relevant professional learning and development activities to develop capacity for taking on wider responsibilities.



- Maintain currency with relevant literature to enable literature reviews to be undertaken and monitor new developments within the project.
- Write up the results and contribute to the drafting and submission of papers to the funder and appropriate peer reviewed journals where appropriate.

## **Person specification**

### **Essential qualifications / Professional memberships**

- A good honours degree (2:1 or above) in a relevant discipline.

### **Essential experience, knowledge and skills**

1. Knowledge of Anti-Racist approaches in Professional Practice and Welsh Education Policy.
2. Knowledge of project administration and working within set processes.
3. Working as an intermediary with project teams and partners.
4. Ability to communicate complex information clearly, both orally and in writing.
5. IT skills: use of Microsoft Office, Excel, TEAMS and data handling software e.g. Qualtrics.
6. Ability to use personal initiative and creativity to solve problems encountered in the project context.
7. Experience of working to project deadlines and manage competing priorities.
8. Experience of adhering to financial regulations and working within set processes and procedures.
9. Experience of coordinating projects to include quality assurance (e.g. peer reviewing/translation).
10. Strong attention to detail.
11. Ability to work flexibly with regard to working pattern.
12. Willingness to travel and operate between campuses and other venues for events.

### **Desirable**

1. Experience of event organisation including using online booking systems
2. Interest in continuous professional learning in anti-racist practice



### 3. Experience of managing web pages

#### 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
<b>A1 – Beginner</b> Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
<b>A2 - Basic user</b> Can deal with simple, straightforward information and communicate in basic Welsh.				
<b>B1 - Intermediate user</b> Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
<b>B2 - Upper intermediate user</b> Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
<b>C1 - Fluent user</b> Can communicate fluently in Welsh.				
<b>C2 - Master user</b> 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.