

***POST TITLE :***  
**PROJECT MANAGER ISEIW**

***VACANCY REFERENCE NO:***  
**21-22/01/02**

***CLOSING DATE:***  
**12 NOON, WEDNESDAY 26 JANUARY**  
**2022**

## **JOB DESCRIPTION**

**Coleg Sir Gâr  
Graig Campus  
Sandy Road  
Llanelli  
Carmarthenshire  
SA15 4DN  
Tel : (01554) 748154  
Fax : (01554) 748097**

## JOB DESCRIPTION

<b>POST:</b>	Inspiring Skills Excellence in Wales – Project Manager (Maternity Cover)
<b>REF:</b>	21-22/01/02
<b>SALARY:</b>	Management Spine 1 (£41,919)
<b>HOURS PER WEEK:</b>	37 hours per week
<b>WEEKS PER ANNUM:</b>	52 weeks per annum
<b>BASE CAMPUS:</b>	Graig campus
<b>RESPONSIBLE TO:</b>	Project Director and Assistant Principal – Curriculum, Employability and Skills
<b>COMMENCEMENT DATE:</b>	1 April 2022
<b>TEMPORARY/PERMANENT:</b>	Temporary to 31 March 2023

### 1. INTRODUCTION

The College manages, on behalf of the Welsh Government, the “Inspiring Skills Excellence in Wales” project in collaboration with the Colegau Cymru/NtFW Skills Champions Network. The project is charged with the management of three primary components-

- Skills Competitions Wales,
- Have a Go initiative,
- Supporting National and international competitors,

As the contract holder, the college has appointed a dedicated delivery team led by a Project Director. The Project Director is a key individual who leads a geographically dispersed team responsible for delivering the outcomes of the project. (This description should be read in conjunction with a brief outline of the Inspiring Skills Excellence in Wales project)

The project aims to;

- target sectors of economic interest to Wales, supporting the skills required to increase GDP; provide specialised, high quality coaching and development of competitors;
- raise the skills and knowledge of training provider staff in order for them to deliver a pool of competitors displaying World-class talent;
- engage with and support the employers of competitors, demonstrating the benefits of competition engagement whilst showcasing Welsh industry to the world.

As the contract holder, the college wishes to appoint a Project Manager to support and assist the Project Director with the day to day delivery of the project.

The successful candidate will be a well organised individual with excellent administrative skills and experience of working and communicating with numerous partners and stakeholders. The core to this role is to provide administrative support and to assist in the general running of the Project. The post holder will also be required to support the promotion of the project by writing and producing communications and publications information such as draft press releases, newsletters, website information, and reports. Working closely with the communications teams from key partners to amplify each other's efforts to support the aims and objectives of the project.

The post-holder will be required to occasionally work evenings and weekends, and may on occasion also be required to travel both in the UK and abroad.

## 2. **SPECIFIC RESPONSIBILITIES**

- 2.1 Manage all aspects of administration, financial and organisational duties related to the effective and efficient operation of the project.
- 2.2 Produce systems and processes to support the achievement of project outcomes.
- 2.3 Work in collaboration with external partners in order to ensure smooth delivery of the project.
- 2.4 Work in collaboration with the marketing team by drafting press releases and promotional materials as necessary, utilising social media resources where possible.
- 2.5 Gather and record all project related data, maintaining records of performance.
- 2.6 Assist and support event planning, coordination and management, including international events.
- 2.7 Contribute to the delivery of the project plan in order to achieve the project objectives and the associated outcomes within an agreed project period.
- 2.8 Manage the project budgets ensure quarterly claims are submitted the Welsh Government on a timely basis.
- 2.9 Assists the Project Director in the co-ordination of the project delivery team.
- 2.10 Manage the core delivery team to ensure efficient operational delivery
- 2.11 Implement and award the Competitor Support grants.
- 2.12 Collate and maintain project data in order to provide project reports on quarterly basis, creating such mechanisms as necessary.
- 2.13 Assist with monitoring the performance of the project and contract against required targets/ outcomes.
- 2.14 Produce progress reports for the Project Executive Group.
- 2.15 Carry out any other duties as directed by the Principal/Chief Executive commensurate with the grade of the post at the initial place of work or other locations within the College.

## 3. **GENERIC RESPONSIBILITIES**

The post-holder will be expected to:

- 3.1 ensure, that appropriate steps are taken to:
  - implement College policies and procedures with respect to equal opportunities
  - adhere to approved disciplinary and grievance procedures
  - implement and monitor Health and Safety requirements
  - comply with the College's Financial Procedures.
  - Comply with Welsh Government financial and procurement procedures
- 3.2 Implement agreed measures to monitor and improve the quality of experience for students.
- 3.3 Undertake liaison work with the; Welsh Government, WorldSkills UK, FE/ training providers, HE Institutions, employers, parents, sector skills councils, school and organisations deemed appropriate.

## 4. **PERFORMANCE REQUIREMENTS**

### 4.1 **Pre-entry Qualifications and Experience**

Appropriate project management experience.

A current driving licence and access to a car

#### 4.2 **Training Period**

Appropriate training will be provided for all new employees.

#### 4.3 **Contacts and Relationships**

- To report to the Assistant Principal
- To liaise with the;
  - Project Director
  - Project Executive Group,
  - Skills Champion Network
  - Welsh Government Project Officers and Skills Marketing Teams
  - Provider networks
  - Employers
  - National & International Skills Competitions Organisers

### 5. **PERSON SPECIFICATION**

5.1	<b>Qualifications:</b>	Degree in marketing, public relations or equivalent.	<b>Desirable</b>
		GCSE English at minimum Grade C or O Level equivalent	<b>Essential</b>
		GCSE Mathematics at minimum Grade C or O Level equivalent	<b>Essential</b>
5.2	<b>Experience:</b>	Project Management and delivery experience	<b>Essential</b>
		At least two years relevant administrative experience.	<b>Essential</b>
		Creating and using spreadsheets/databases	<b>Essential</b>
		Competence in the use of a range of IT systems and packages.	<b>Essential</b>
		Experience drafting and preparing promotional materials	<b>Essential</b>
		Experience of working in partnership with external agencies	<b>Essential</b>
		Writing experience for web, blogs and other social media tools	<b>Essential</b>
		Experience of engaging and working with employers.	<b>Desirable</b>
	Experience of supporting a project.	<b>Essential</b>	
5.3	<b>Personal Attributes:</b>	Excellent communicator with diplomacy and tact, both written and verbal.	<b>Essential</b>
		Excellent interpersonal and organisational skills	<b>Essential</b>
		Good understanding of the principles and practices of marketing.	<b>Essential</b>

	Ability to work harmoniously with senior colleagues	<b>Essential</b>
	Ability to work under pressure and to tight deadlines	<b>Essential</b>
5.4	<b>Other:</b> A current driving licence	<b>Essential</b>
5.5	<b>Welsh Language:</b> Welsh Oracy (Listening/Speaking) Welsh Literacy (Writing/Reading) (See detailed Language Level Descriptors attached)	<b>Level 2</b> <b>Level 2</b>

## 6. NOTES

- 6.1 As a condition of your employment, you may be required to undertake such other reasonable duties commensurate with your grade, as requested by the Principal.
- 6.2 This job description is valid as at 4 January 2022 . It is the practice of the College to examine employees' job descriptions periodically and update them to ensure that they relate to the job being performed, or to incorporate whatever changes that are agreed.
- 6.3 This job description is intended to define an outline of the broad requirements and not the total definition of the job.
- 6.4 As a requirement of your employment you are required to be appraised, as agreed within the Coleg Sir Gâr Appraisal Scheme.

***Persons are welcome to apply for posts in Welsh and applications made in Welsh will not be treated less favourably than an application made in English***

## LANGUAGE LEVEL DESCRIPTORS

	LEVELS	ORACY	LITERACY		APPLICATION FORM
		Listening/Speaking	Writing	Reading	
<b>Welsh essential</b>	<b>Level 4 High</b>	<ul style="list-style-type: none"> <li>▪ CAN lead and contribute effectively to lectures/meetings and seminars/tutorials</li> <li>▪ CAN handle complex or contentious issues with specialist knowledge.</li> <li>▪ CAN understand idiomatic expressions and colloquialisms.</li> <li>▪ CAN present a clear, smoothly flowing descriptions or argument</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAN make full and accurate notes (inc. PowerPoint) and continue to participate in a lecture/meeting or seminar</li> <li>▪ CAN write clear, smoothly flowing text in an appropriate style</li> <li>▪ CAN write complex letters, reports or articles</li> <li>▪ CAN write summaries and reviews on professional matters</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAN understand correspondence expressed in non-standard language</li> <li>▪ CAN understand reports and articles, including complex ideas expressed in complex language</li> <li>▪ CAN read all forms of written language including specialised texts such as handbooks, course work, assessments, assignments and dissertation papers.</li> </ul>	<b>Good</b>
	<b>Level 3 Intermediate</b>	<ul style="list-style-type: none"> <li>▪ CAN contribute to lectures and meetings</li> <li>▪ CAN argue for or against a case</li> <li>▪ CAN take and pass on most messages</li> <li>▪ CAN understand extended speech &amp; lectures</li> <li>▪ CAN follow complex lines of argument</li> <li>▪ CAN interact with a degree of fluency and spontaneity that makes interaction with first language speakers possible.</li> <li>▪ CAN present clear, detailed descriptions on a wide range of subjects</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAN deal with all routine requests for information or services.</li> <li>▪ CAN write clear, detailed text on a wide range of subjects related to his/her subject/interests.</li> <li>▪ CAN write an essay or report, passing on information or giving reasons in support of or against a particular point of view.</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAN understand most correspondence, reports and factual product literature</li> <li>▪ CAN read articles/reports</li> </ul>	<b>Good</b>
	<b>Level 2 Basic</b>	<ul style="list-style-type: none"> <li>▪ CAN describe simple experiences and events</li> <li>▪ CAN give simple opinions and plans</li> <li>▪ CAN state simple requirements</li> <li>▪ CAN ask/answer simple questions</li> <li>▪ CAN offer simple advice to clients</li> <li>▪ CAN understand main points of discussion</li> <li>▪ CAN enter unprepared into conversation</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAN make simple notes at a meeting or seminar where the subject matter is familiar and predictable.</li> <li>▪ CAN write simple connected texts on familiar topics</li> <li>▪ CAN exchange information on familiar topics and activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAN understand non-routine letters and reports/articles</li> <li>▪ CAN understand text that consist mainly of high frequency everyday work related language</li> <li>▪ CAN understand simple short reports or product descriptions on familiar matters</li> </ul>	<b>Fair</b>
<b>Welsh desirable</b>	<b>Level 1 Entry</b>	<ul style="list-style-type: none"> <li>▪ CAN use and recognise simple phrases and sentences</li> <li>▪ CAN handle very short interactive exchanges but not enough to keep the conversation going</li> <li>▪ CAN take and pass on simple messages</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAN write a simple routine request to a colleague</li> <li>▪ CAN write a short note to a colleague</li> <li>▪ CAN write short, simple notes and messages</li> <li>▪ CAN fill in forms with simple details</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAN understand and read very short, simple texts</li> <li>▪ CAN find specific, predictable information in simple everyday material such as advertisements, prospectuses and timetables</li> </ul>	<b>Poor</b>
	<b>Level 0</b>	<ul style="list-style-type: none"> <li>▪ No Welsh language skills at all</li> </ul>	<ul style="list-style-type: none"> <li>▪ No Welsh language skills at all</li> </ul>	<ul style="list-style-type: none"> <li>▪ No Welsh language skills at all</li> </ul>	<b>None</b>

**MAIN CONDITIONS OF SERVICE**  
**ADMINISTRATIVE, PROFESSIONAL, TECHNICAL**  
**AND CLERICAL STAFF (APT&C)**

1.	<b>Post Grade:</b>	Appointments will be made to the initial point of the scale indicated in the Job Description. Employees receive an additional increment every April until the maximum point on the scale is reached.
2.	<b>Payment of Salary:</b>	Monthly by credit transfer into a bank or building society account.
3.	<b>Leave Entitlement:</b>	For a <u>full time</u> employee the basic leave entitlement is 28 days per annum, rising to 32 days after 5 years service. Eight statutory bank holidays, and five additional days which are fixed by the college. This entitlement is applied pro rata for part time employees. Holiday year September to August. Holiday entitlement for one holiday year cannot be taken in subsequent holiday years, in some exceptional cases up to 5 days (pro rata) may be rolled forward by agreement of the Principal. NB. All staff working term time only will be entitled to a pro rata payment in lieu of annual leave which will be taken outside of term time.
4.	<b>Medical Assessment:</b>	Your contract of employment will be subject to a satisfactory medical assessment. A medical examination will only be necessary if deemed advisable by the College Medical Advisor.
5.	<b>DBS (Disclosure &amp; Barring Service) Check:</b>	Your contract of employment will be subject to a Disclosure & Barring Service (DBS) check (which may include spent convictions under the Rehabilitation of Offenders Act). Having a criminal record will not necessarily be a bar to obtaining a position within Coleg Sir Gâr, please refer to the Recruitment of Ex-Offenders Policy which is available on the Intranet or alternatively we will provide a copy on request. A copy of the DBS's Code of Practice can be downloaded at <a href="http://www.homeoffice.gov.uk">http://www.homeoffice.gov.uk</a> or alternatively we will provide a copy on request.
6.	<b>Pension:</b>	You will automatically become a member of the Local Government Pension Scheme unless you choose otherwise. If you elect not to be a part of the scheme you must complete the appropriate opt out form available from the Dyfed Pension Fund. There will be a range of contribution rates between 5.5% & 7.5% dependent on your Full Time Salary for Pension purposes.
7.	<b>Period of Notice:</b>	One month.
8.	<b>Probationary Period:</b>	The appointment is subject to a term of probation of 6 months.
9.	<b>Vehicle Insurance:</b>	It is a condition of your employment that any motor vehicle insurance policy that you have, or covers your driving activities, for or in relation to the College expressly indicates that you are covered for Business Use.
10.	<b>Smoking Policy:</b>	Coleg Sir Gâr has a No Smoking Policy.
11.	<b>Sickness Payment:</b>	The sickness pay scheme provides allowances based on length of service, with a maximum of 6 months full pay and 6 months half pay after 3 completed years' service.
12.	<b>Health &amp; Safety:</b>	<p>Coleg Sir Gâr accepts its obligations under the Health and Safety at Work Act 1974 for ensuring, so far as is reasonably practicable, the health, safety and welfare of all its employees.</p> <p>A further objective is to involve everybody at the workplace – management and employees – and to create an awareness of the importance of achieving high standards of health and safety.</p> <p>All employees must be aware of their duties to take care of their own health and safety and that of other persons who may be affected by their acts or omissions at work and to co-operate with College in meeting its statutory duties.</p> <p>The College has issued a general statement of health and safety policy which sets out the aims and objectives for improving health and safety at work.</p>
These are provisional terms & conditions and may be subject to change.		

## **POST: Inspiring Skills Excellence in Wales – Project Manager (Maternity Cover)**

- ◆ Should you wish an acknowledgement of receipt of your application form, please complete the tear off slip below and return with a SAE.
  
- ◆ Please note that if you are shortlisted for interview the college will take up references prior to interview, unless a request not to do so is clearly made on the application form.
  
- ◆ If you have not received correspondence from the College by March 2022 you may assume that you have not been considered to be a shortlisted candidate. The College does not notify unsuccessful candidates.

Name: .....

Address: .....

.....

I wish receipt of the enclosed application form to be acknowledged and I enclose a SAE.