

Academi Heddwch Coordinator

JOB DESCRIPTION

- Employed by:** Welsh Centre for International Affairs (WCIA)
- Responsible to:** Chief Executive
- Salary and pension:** Points 18-22 (£24,982-£27,041) on NJC Scale **pro rata**
You will be enrolled automatically into our pension scheme and the WCIA will match your contribution up to a maximum of 5% of your gross salary (minimum 1%)
- Employment terms:** **12 months from start date**
- Base:** Offices of the WCIA, Temple of Peace, Cardiff with options for home and remote working.
- Hours:** 3 days per week (0.6 FTE based on 37-hour working week)
- Leave allowance:** 36 days including bank holidays pro rata
- Travel:** This role requires some travel throughout Wales, including overnight stays (if circumstances permit). Expenses will be paid.

About Academi Heddwch Cymru

The purpose of the Academi Heddwch is to extend Wales' strong tradition of peace-making and peace-promotion both at home and internationally. By developing and coordinating an independent community of researchers and practitioners in related fields, it will work to place peace firmly on the national and international agenda.

The overall aims are to ensure that:

- Wales makes an internationally recognized contribution to peace research and practice, becoming part of a global network of peace institutes
- a focus on peace is seen in relevant Welsh Government strategies and policies
- there is strong public engagement with peace research and practice in Wales

Academi Heddwch is hosted at the Temple of Peace and Health in Cardiff by the Welsh Centre for International Affairs. The others are:

- Aberystwyth University
- Bangor University
- Cardiff Metropolitan University
- Cardiff University
- Coleg Cymraeg Cenedlaethol
- Learned Society of Wales
- South Wales University
- Swansea University
- University of Wales Trinity Saint David
- Wrexham, Glyndwr University

Race Council Cymru and Urdd Gobaith Cymru also sit on the steering group.

It's also supported by peace movement groups, communities and Civil Society Organisations Wales-wide.

Summary of Role

Formally established on International Peace Day on 21 September 2020, Academi Heddwch Cymru has received funding from Welsh Government to for its first year of activities while supporting implementation of the [International Strategy for Wales](#).

This is an exciting opportunity to coordinate Academi Heddwch's work programme in its first year.

The post holder will be responsible for working with the signatories and other partners to **deliver the outcomes** agreed with Welsh Government (see annex 1).

The successful candidate will be excellent at building and maintaining relationships with diverse stakeholders, coordinating events and activities to a high standard and communicating effectively in Welsh and English. Due to the ongoing COVID restrictions, there is likely to be a mix of online and offline events so digital confidence will be essential in the role.

The Academi Heddwch Coordinator will be employed by the WCIA and line managed by the WCIA's Chief Executive and will be supported by other members of the WCIA team (e.g. volunteer administration, financial management). The outcomes agreed with Welsh Government will be the primary Key Performance Indicators, with others set by the Academi Heddwch Board.

Specific responsibilities for this role include:

- 1. Coordinate project outcomes agreed with the funder (in Annex 1) for Academi Heddwch work:**
 - Delivering (with partners) the outcomes agreed with Welsh Government (Annex 1) – this includes events, joint research, volunteer placements and mapping activities – this will involve volunteer coordination
 - Implementing effective monitoring, evaluation and learning for all activities with support of your line manager
 - Providing quarterly reports to the funder in the format requested, and responding to their feedback appropriately
 - Ensuring publicity and public profile for the activities conducted by Academi Heddwch acknowledge the funder
- 2. Support the establishment of Academi Heddwch in its first year:**
 - Arrange dates and the agenda for Board meetings, take and share minutes and coordinate delivery of agreed actions
 - Update the Board of your progress and take feedback
 - Build and maintain relationships that establish Academi Heddwch within Wales and within the global network of Peace Institutes
- 3. Identify opportunities for sustainable funding of Academi Heddwch:**
 - Supporting and/or coordinating the development of funding bids with partners, including for the 'Women's Peace Petition' project

4. To undertake other relevant duties as delegated by your line manager.

Person Specification

In this section, you'll find our core values and the essential requirements for the role. We expect your application form to demonstrate how you meet several of these requirements with the others assessed at interview (as indicated in the table). We expect the core values to be reflected throughout your application and interview.

Core values

Values	
Commitment to the mission, vision and values of the WCIA	Demonstrates an understanding of and commitment to the WCIA mission, vision and values including the principles of human rights, peace, sustainability, global citizenship and international co-operation.
Inclusion and fair treatment	Treats all people fairly and with dignity and respect; shows respect and sensitivity towards difference including in relation to gender, sexual orientation, cultural and religious differences; challenges prejudice, biases and intolerance in the workplace and beyond; encourages diversity.
Integrity	Takes responsibility for own actions; maintains high ethical standards; takes clear ethical stands; immediately addresses untrustworthy or dishonest behaviour; does not abuse power or authority; maintains transparency and is accountable in all matters; takes a responsible and cost-effective approach to using the charity's funds.

Essential requirements

[AF – assessed on the application form; I = assessed at interview]

The successful candidate will be able to:

	AF	I
Run digital and physical events to a high standard, from inception, through promotion to delivery, publicity and evaluation	x	x
Plan, prioritise and organise own work activities; consistently achieves objectives; administratively self-sufficient	x	x
Build and maintain mutually beneficial relationships with partners, funders, stakeholders and colleagues	x	x
Communicate clearly and concisely in Welsh and English in written and spoken media; adapt content and style to audience; represent Academi Heddwch positively	x	x
Coordinate funding applications for Academi Heddwch with support from line manager	x	x
Deliver project outcomes to deadlines , using monitoring and evaluation methods agreed with your line manager and reporting quarterly to the funder	x	x

Confidently use ICT for digital events (using Zoom/Teams), research, word processing, budget management and data management; happy to learn new software packages; able to use cloud-based data sharing and storage	X	
Coordinate volunteer placements positively and effectively	X	
Seek and use information effectively to inform decisions; work with others to develop creative ideas and solutions ; consider a range of views and perspectives	X	X
Take a learning approach to own work and the wider organisation	X	X
Take responsibility for decisions and outcomes; take the initiative.		X

Desirable attributes

Experience of working with partners in Higher Education	X	
Experience working cross-sector including with third sector	X	
Show understanding of policy areas relevant to Academi Heddwch including awareness of political landscape in Wales and understanding of higher education in Wales		X

Application Process

All applicants must complete the official WCIA Application for Employment form, available at www.wcia.org.uk/vacancies. **Please provide all relevant information on the application form. Please only submit an application form – we will not accept CVs or cover letters as part of an application.**

All applicants should complete the Equal Opportunities form. Please note, these are separated from your application form upon receipt and not shared with the shortlisting or interview panel.

Please submit your application by email to centre@wcia.org.uk. If you do not have access to email you can send a paper application to the address given on the application form. Please get in touch if you have any other access requirements in order to submit an application.

The deadline for receipt of applications is **9.00am Monday 14 June 2021**. We will send an email acknowledgement to all applicants. If you do not receive an acknowledgement before the deadline please contact us. We cannot be held responsible for applications that do not reach us, or that arrive after the deadline.

If you are shortlisted for an interview, we will contact you directly. Interviews will take place on Zoom or at the Temple of Peace, Cardiff depending on COVID regulations at the time of interview. The interview process will include a panel interview, presentation and short task.

No references will be taken up until a provisional offer of employment has been made.

Unsuccessful applicants will be informed by email.

Annex 1: Plan with outcomes and indicators (12 months from start date)

These are the outcomes agreed with Welsh Government for the first 12 months. Several aspects are already underway (for example, the book). The role of the Academi Heddwch Coordinator will be to coordinate these activities including organising the events, liaising with partners on progress, drawing together activities for reporting and looking for new opportunities.

Outcomes	Activity	Indicators	WG Action Plan targets
Understanding the sector and mapping opportunities			
Existing peace links between Wales and the world mapped	Research placement to map existing peace-related partnerships between Wales and the world, including schools, civil society and academic networks	Dynamic public map showing links that can be expanded and edited by partners #map entries	Supports activity mapping and understanding of international sector partners in Wales
Developing new international partnerships to exchange expertise rooted in shared values			
Partnerships with 6 Peace Institutes around the world established	Identify key partners for the first 3 years including Flanders and Germany.	# partnership agreements # partnership activities delivered Awareness of Wales/Welsh activity among partners	Facilitate international introductions between universities and civil society groups
International expertise in peace promotion and global responsibility shared	Plan and deliver online exchange events and conferences to share expertise; these will have Fairness, Equality, Diversity as well as Sustainability as embedded themes.	# events # attendees (domestic and international)	Support Urdd in Peace and Goodwill Message Engage in events and activities for 'Wales in Germany' year and bring youth voices from current partnerships into events.
Building Wales' reputation as a globally responsible nation			

<p>Project to celebrate the centenary of the Women of Wales Peace Petition (1923) developed and executed</p>	<p>Work on publication of book exploring history of the petition; submit funding bids for a full project, including a digitization plan for the petition; plan 2023 events to launch petition internationally</p>	<p># attendees (domestic and international) at events (coinciding with e.g., International Women’s Day and International Peace Day) # reporting better awareness of Wales’ role in peace following events</p>	<p>Support international centenary celebrations for petition.</p>
<p>Introduce Wales’ peace histories internationally</p>	<p>Run St David’s Day (digital) event to network and share peace histories between Wales, Germany and other key partner nations</p>	<p># attendees (domestic and international) at events # reporting better awareness of Wales’ role in peace following event # reporting new connections made between Welsh and other delegates</p>	<p>Engage in events and activities for ‘Wales in Germany’ year and bring youth voices from current partnerships into events</p>
<p>Contributing to intercultural exchange</p>			
<p>The life and work of Henry Richard, ‘The Apostle of Peace’ highlighted as a figure of national and international importance (in collaboration with the National Eisteddfod (Tregaron))</p>	<p>Henry Richard recognized in and beyond Wales for his contribution to peace (Currently not eligible for Blue Plaque; not well recognized in or beyond Wales)</p>	<p># attendees at Henry Richard events and activities at Eisteddfod # hits on web pages about Henry Richard and locations</p>	<p>Ensure that the Cymru Wales brand shapes perceptions of Wales as a peace-promoting, outward-looking and welcoming country.</p>

<p>Volunteer / intern placements with the Academi Heddwch supported, including virtual opportunities for overseas students in focus regions to enable better mutual understanding between regions</p>	<p>‘Peace Placements’ with skills developed</p>	<p># ‘Peace Placements’ with skills developed</p>	<p>Create connections and experiences for young people that are opportunities to build bridges between countries</p>
<p>Opportunities to promote the Welsh language and Wales as a multilingual country to international partners by using Welsh and other languages at international events</p>	<p>The Welsh language recognized, and Wales perceived as a bilingual country that embraces multilingualism.</p>	<p># Welsh language used in international events # reporting better understanding of Wales as an officially bilingual country where many languages are spoken</p>	<p>Highlight Wales’ bilingualism. Support UNESCO decade of indigenous languages</p>
<p>Disseminate research from e.g., Council of Europe to support the understanding of the intercultural benefits that can come with peace education, bi- and multilingualism</p>	<p>Better understanding of the intercultural benefits that can come with peace education, bi and multilingualism</p>	<p>#events planned #reporting better understanding of peace education and language learning as tools to build better intercultural understanding.</p>	<p>Highlight Wales’ bilingualism. Supporting UNESCO decade of indigenous languages</p>