

Taith Champions Coordinator

JOB DESCRIPTION

Employed by:	Welsh Centre for International Affairs (WCIA)
Responsible to:	Volunteering Programme Manager
Salary and pension:	Band C (Starting at £24,471 pro rata) Automatic enrolment into our pension scheme and the WCIA will match your contribution up to a maximum of 5% of your gross salary (minimum 4%)
Employment terms:	Fixed-Term contract for 12 months. Desired start date September 2023. Open to a secondment option.
Base:	Office, hybrid or home-based available
Hours:	3 days per week – flexible working available.
Leave allowance:	36 days pro rata including bank holidays
Travel:	Occasional travel across Wales to partner and training events. When required to travel for work, expenses will be provided.

Summary of Role

Taith is a Welsh government funded international learning exchange programme enabling people in Wales to study, train, volunteer and work all over the world, while allowing organisations in Wales to invite international partners and learners to do the same here in Wales. It will create opportunities to broaden horizons, experience new ways of life, and bring back lessons to share with people at home.

Taith Champions will ensure that all Youth sector organisations, local authorities and young people in Wales have access to information and support in order to participate in a wealth of international opportunities funded by Taith.

This is an exciting role to join the dynamic WCIA team and to support the work of the Taith Champions, a consortium partnership with CWVYS. It is an opportunity to support voluntary organisations, local authorities and young people to engage with international exchanges and develop inward and outward mobility opportunities.

The Coordinator will build strong relationships with, and develop relevant resources and training, for organisations and local authorities in Wales and abroad.

The Coordinator will be a pro-active approachable and highly organised individual with excellent understanding of the youth sector within Wales, international exchange, writing grant applications and pitching projects.

Specific responsibilities for this role include:

Advice and guidance

Form and maintain strong relationships with organisations and local authorities who work with young people to support and provide guidance on how to apply for Taith funding, and

how to administer, implement and manage an international exchange project from start to completion and best use of virtual, hybrid and in-person mobility activities.

Tailored outreach and engagement

Support organisations in particular those working with minoritised individuals, disadvantaged communities and those with disabilities and/or Additional Learning Needs (ALN) to participate in, engage with and develop ideas, activities and projects.

Training and webinars

Drawing on best practice and previous exchange programmes and applications support by WCIA, to design/deliver high-quality, interactive and engaging training sessions. Sessions could be in person or over zoom and cover 'how to' write and submit good Taith grant applications, forming successful partnerships, best practice in international exchange and other logistical international exchange considerations.

Resources

Develop resources that will communicate key points on grant applications, pitching good ideas, partnership forming, best practice and logistics.

Skills-sharing

Organise and host regular events to enable partners to share ideas and learning from their own experiences to continually improve exchanges.

Raise awareness of Taith

Work with CWVYS team member to promote Taith and its benefits to the wider Youth network in Wales.

Person Specification

Applicants should demonstrate all the requirements below by linking them with relevant experiences and achievements in their job application statement on the application form. We're interested in your experiences from volunteering and paid work.

Our values

We expect everyone in the team to show commitment to our 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

The successful candidate will be:

- Self-motivated to make new work relationships and work creatively with others to design projects.
- Demonstrate a high level of organisational skill
- Communicate clearly and concisely in written and spoken English
- Confidently work on computers and online, using like Word, Publisher, PowerPoint and Excel as well as Cloud based systems (e.g. Salesforce, Eventbrite, Mailchimp)
- Confidently use the telephone and video conferencing software (e.g. Zoom, Teams)
- Confident to create user-friendly, well-designed resources
- Work well in a team and build good relationships with colleagues, trustees, partners and stakeholders.
- Be self-sufficient and able to take initiative to achieve team goals effectively.
- Take responsibility for your work, delivering agreed results to deadline.
- Follow procedural guidelines, including those of branding and safeguarding, to ensure our work stays in line with charity governance structures.
- Takes a learning approach to their own work.

Desirable requirements

- Can communicate clearly and concisely in written and spoken Welsh
- Has experience of international exchange
- Has experience of grant processes

Application Process

WCIA is committed to supporting and promoting equality and diversity and to creating an inclusive working environment. We believe this can be achieved through attracting, developing, and retaining a diverse range of staff from many different backgrounds.

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 volunteer@wcia.org.uk. Please get in touch if you have any access requirements in order to submit an application.

The deadline for receipt of applications is **5pm on Tuesday 5 September**. 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 **September 7 2023** on Zoom or at the Temple of Peace, Cardiff.

No references will be taken up until a provisional offer of employment has been made. Unsuccessful applicants will be informed by email.