

PROGRAMME CO-ORDINATOR

Job Description

Position:	Programme Co-ordinator
Salary	£30,000 - £33,000 FTE
Hours:	18 hours, with flexible working
Responsible to:	Programmes Manager (WEN) & senior staff member in each organisation (this is a matrix managed role)
Contract type:	Fixed term to December 2027

ABOUT WOMEN'S EQUALITY NETWORK (WEN) WALES

WEN Wales is the leading gender equality charity in Wales. Our vision is of a Wales free from gender discrimination, where all have equal opportunity and authority to shape society and their own lives.

As a membership organisation, we work in coalition with our organisational and individual members connecting, campaigning and championing women to realise our vision.

ABOUT EQUAL POWER EQUAL VOICE

The Equal Power Equal Voice (EPEV) programme provides mentoring, training and peer-networking opportunities to ethnic minority people, LGBTQ+ people, disabled people, women and people with any combination of these identities across Wales. This important and unique programme is delivered in a strong and established partnership with Disability Wales, Ethnic Youth Support Team (EYST), Stonewall Cymru and Women's Equality Network (WEN) Wales.

The EPEV programme aims to ensure more diverse representation in politics and public life by strengthening the knowledge and skills of those who aspire to be there, while learning from and being supported by those who have achieved positions of power, influence and authority in the face of these challenges.

You will build on the success of the previous EPEV programme cycle, which ran between 2021-2024. They will bring enthusiasm and innovation to ensure the next EPEV programme cycle (2025-2028) is efficient and effective and provides the best possible experience to mentees and mentors, paving a direct route to seeing greater diversity in political and public life in Wales.

The EPEV programme is made possible through funding from the Welsh Government and The National Lottery.

This role is part of a collaborative effort, with Programme Co-ordinators being based at each of the partner organisations. To find out more about current advertised roles within partnership organisations, and to apply to the one that you are interested in, please follow the relevant link;

- [Women's Equality Network \(WEN\) Wales](#)
- [Disability Wales](#)
- [Ethnic Youth Support Team \(EYST\)](#)

The application instructions for WEN Wales are provided below.

ABOUT THE ROLE

The Programme Co-ordinator will work alongside similar post-holders at Disability Wales, EYST and Stonewall Cymru, and will support WEN's Programmes Manager to deliver in partnership the Equal Power Equal Voice programme. You will lead on recruiting and supporting the cohort of approximately 25 pairs of mentees and mentors from your organisation. You will support the Programmes Manager in delivering all events within the programme and will attend events online and in person across Wales, and approximately once a year in London.

With a proven track record of delivering projects, you will be dynamic, organised, a good communicator and able to connect people to help them achieve their goals. You will be extremely motivated, able to work on your own initiative and be ready to join a high-performing yet fun and supportive team who are all committed to equality.

We particularly welcome applications from candidates who have lived experience of intersecting discrimination.

Welsh Speaker: Desirable

Key Objectives of the Role are:

- Working with your cohort of mentees to enable them to access the learning programme, benefit from the peer-to-peer support group and from the relationship with their mentor.

- Supporting the Programmes Manager in delivery of a successful mentoring programme according to the project plan.

Main Tasks will include, but not be limited to:

Project Organisation and Delivery

- Supporting the Programmes Manager in setting up all systems and lead the recruitment of mentees and mentors from your organisation's networks
- Matching the mentees to appropriate mentors
- Supporting the organisation of the training events and training sessions by sourcing appropriate speakers, organising online sessions and / or physical events
- Organising the peer-to-peer support group for your cohort of mentees
- Working with partners and the Programmes Manager to recruit, liaise with, and keep central register of all possible mentors and support those mentor for your organisation's cohort
- Keeping records of all achievements of mentees as they progress, checking in with them regularly on their learning journey
- Giving support to Mentees, as needed, on a case by case basis
- Contributing to quarterly reporting and evaluation

Partnership Liaison

- Liaising with the three other Project Co-ordinators and the Programmes Manager to ensure the programme is delivered effectively
- Networking widely across the public and third sectors to promote the programme and identify opportunities relevant to it

External communications

- Being an ambassador for the programme, speaking at events where appropriate
- Liaising with the WEN Communications and Engagement Officer to help publicise EPEV

General Responsibilities and Duties

- Conducting the duties of the job description in accordance with the operational policies of WEN Wales and of the EPEV programme, including but not limited to: the safeguarding policy, diversity policy, social media policy, data protection policies, home working and other policies.
- Maintaining good with all stakeholders, including staff, mentors, mentees, volunteers, Directors / Trustees, partner organisations and Members.
- Contributing to the general administration and delivery of all programmes of WEN Wales, as required.

- Undertaking any other reasonable duties as may be required by the role.

Experience	Essential	Desirable
Experience of delivering projects to a high standard.	x	
Experience or very strong understanding of what a role in public life entails		x
Experience of successful partnership working	x	
Skills		
Proven interpersonal skills and the ability to interact at all levels and ability to enthuse	x	
Excellent teamwork	x	
Excellent all-round communication skills including tact and diplomacy to build relationships with political stakeholders	x	
Excellent presentation skills and ability to influence audiences in a variety of settings		x
Excellent time management skills and the ability to produce quality work with minimal supervision	x	
Good project / programme management skills	x	
Computer literacy, including online meetings and remote working, where applicable	x	
Welsh Language Oral (spoken) and Written Welsh Level B1* (see table below) or evidence to demonstrate an on-going commitment to learn Welsh to this level.		x
Knowledge		
Knowledge and understanding of equality and human rights issues across all protected characteristics and the barriers and challenges for communities in relation to race, gender, disability or for the LGBTQ+ community	x	
Other requirements		

Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work	x	
Confident with social media	x	
Lived experience of or demonstrable active allyship with a protected characteristic	x	

How to apply

To apply for the position at WEN Wales, please send a CV and a supporting letter (no more than 2 sides of A4). Demonstrate how you meet the job criteria and tell us why you are the right person for the role.

Email your completed application and [Equal Opportunities form](#) to recruitment@wenwales.org.uk

Closing date: Tuesday, 22nd April 2025, 9am

Online interview: week commencing 21st April 2025

Welsh Language Level	Speaking (interaction and production)	Writing
A0	I cannot speak Welsh at all.	I cannot write Welsh at all.
A1	I can: interact in a simple way provided the other person is willing to speak slowly, repeat or rephrase things, as well as being willing to help me use basic expressions and phrases, e.g. introduce myself or another person,	I can: write a short simple message as an email or note, including the time, date and place. fill in forms with personal details, e.g. name, address and telephone number.

Welsh Language Level	Speaking (interaction and production)	Writing
	ask and answer questions on familiar topics e.g. 'Where do you live?'.	
A2	I can: communicate in simple Welsh on familiar topics. contribute to very short social conversations, even though I cannot usually keep the conversation going myself. use a series of phrases to describe and answer questions on my family and other people, the weather. convey instructions or very simple telephone messages.	I can: write short simple notes and messages, connecting together simple phrases with simple connecting words such as 'and', 'but' and 'because'. write a very simple letter or email, e.g. thanking someone for doing something.
B1	I can: take advantage of a range of simple language to deal with most situations which are likely to arise in my work. understand the general meaning of emails and letters on topics of personal interest, as well as theoretical letters within the context of my work. enter unprepared into conversation on topics that are familiar, e.g. family, hobbies, work, travel and current events.	I can: take fairly accurate notes in meetings or seminars where the subject is familiar and foreseeable. write letters or emails to describe events, experiences and impressions write memoranda or informal emails to convey information.

Welsh Language Level	Speaking (interaction and production)	Writing
	offer advice on simple matters to clients within the context of my work. describe experiences and events, hopes and ambitions. give reasons and explanations for my opinions and plans concisely.	
B2	I can: listen to, understand and contribute to discussions in meetings and seminars. take an active part in discussion in familiar contexts. clearly express an opinion. present clear, detailed descriptions on a wide range of subjects related to work expand and support ideas with supplementary points and relevant examples. explain a viewpoint on a topical issue giving the advantages and disadvantages of various options. give a clear presentation on familiar topics.	I can: write short pieces of business correspondence, as a letter or email, on a wide range of topics related to my work or my field of interest, and this in standard Welsh without using a template (but using a spellchecker, dictionary, technical resources etc. when necessary). take notes or write reports, passing on information or giving reasons in support or against a particular point of view.
C1	I can: express myself fluently and unprompted.	I can: write clear well-structured texts, expressing points of view at some length.

<i>Welsh Language Level</i>	Speaking (interaction and production)	Writing
	use language flexibly and effectively for social and professional purposes and contribute confidently to meetings and oral presentations. formulate ideas and opinions and ensure that my contributions are relevant to others. respond appropriately to different cultural and social situations. present clear detailed descriptions of complex subjects, integrating sub-themes, developing particular points, and rounding off with an appropriate conclusion.	write detailed explanations of complex subjects in the form of email, letter, essay or report, underlining the salient issues. write different types of texts in styles that are appropriate to the reader in mind.