



JOB DESCRIPTION

Job Title:	Project Liaison Officer (DTLSN)
Location:	Llandaff
Department:	CST
Hours:	5 days a week
Grade:	4AB
Salary:	£27,979 - £32,982 (per annum)
Tenure:	Fixed Term until 31st December 2024
Accountable to:	School Support Officer

This job description is indicative, not prescriptive, and the balance of duties will be in accordance with the contract of employment.

Role Summary:

Cardiff Metropolitan University's Digital Technology Learning Support Network (DTLSN) in conjunction with support from the Technocamps Programme (TC), based in Swansea University, will work with communities to enhance digital inclusion and develop digital skills. The DTLSN 4.0 project aims to build awareness, educate, and upskill economically inactive people, unemployed, low-skilled workers, and other groups in the region. It will achieve this through the delivery of a range of activities in community and/ or training centres and businesses in the region. These include workshops on topics such as basic digital survival skills and bespoke courses in creative coding, online safety awareness, computer security for businesses, machine learning and interacting with data. The main purpose of this role will be to network and recruit businesses and community learners, as well as managing the administration and delivery of the workshops.

Principal Duties and Responsibilities:

1. Establish and maintain a network of key stakeholders from businesses and community groups to raise the profile and encourage participation.
2. Manage relationships, ensuring effective and regular communication with key influencers and stakeholders of the project so they are kept up to date with the project, including topics and format of workshops, courses and other related events.

3. Co-ordinate and liaise with local Councils to ensure that the project is meeting the expectations and addressing the needs of the appropriate communities/ areas.
4. Liaise with local businesses and communities to determine their specific needs in respect of tailored activities, including work experience and further education opportunities.
5. Develop, implement and organise the delivery of an effective programme for the workshop delivery and to inspire and digitally upskill in the region.
6. Attend local and pan-Wales education events representing the project for research and promotional opportunities.
7. Work with the delivery officer at Swansea University to effectively plan, implement and deliver a strategy for the region.
8. Writing risk assessments as needed within area of operation as required.
9. Manage and co-ordinate the administration of the micro-provisions & micro-credentials from application to completion.
10. Liaise with relevant parties to co-ordinate, design and support the marketing and promotion of the micro-provisions, micro-credentials & School workshops, ensuring compliance with Welsh language policies.
11. Manage and co-ordinate all aspects of administration in relation to Associate Tutor schedules, including timesheets & payments.
12. Liaise with associate tutors and key individuals from the project, providing feedback from stakeholders and ensuring the design of appropriate and relevant material for the workshops.
13. Proactively and regularly meet with senior members of the project to monitor and evaluate the project initiatives.
14. Review all recruitment and management activities and regularly report back to the senior project members.
19. Engage fully and ensure adherence with the University's policies, including but not limited to Equality, Diversity & Inclusion and Welsh Language policies

Standard Notification

These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the postholder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.

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 Equalities, Financial, Environmental and Sustainability, People Services and Health and Safety policies and procedures.



Cardiff
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University

Prifysgol
Metropolitan
Caerdydd

PERSON SPECIFICATION

Post: Project Liaison Officer (DTLSN)

Unit/School: CST

*Key
A - Application form
I - Interview
T/P - Test/Presentation

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Education & Qualifications (Essential)	2 'A' Levels or equivalent qualification or experience	X		
	5 GCSEs (including Maths and English) or equivalent at Grade C or above	X		
Education & Qualifications (Desirable)	Project management qualification (e.g. PRINCE2 qualification)	X		
	Marketing qualification (e.g. Chartered Institute Marketing qualification)	X		
Knowledge (Essential)	Excellent working knowledge of the computer science, ICT and education sectors.	X	X	
Knowledge (Desirable)	Knowledge of the CST programme portfolio.	X	X	

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Skills & Abilities (Essential)	Demonstrable ability to work independently and using own initiative, with minimal supervision.	X	X	
	Ability to work well as part of a team.	X	X	
	Excellent people management skills, including the ability to converse and work collaboratively with a wide range stakeholders at all levels.	X	X	
	Excellent computer literacy skills, with proficiency in Microsoft Office packages.	X	X	
	Excellent written and verbal communication skills and an ability to communicate effectively at all levels.	X	X	
	Excellent organisational, time management and project management skills.	X	X	
	Effective presentation skills to groups of varying sizes.	X	X	
Skills & Abilities (Desirable)	Proficient in the use of Social Media Channels, e.g. Twitter in a business context.	X		
Experience Paid/Unpaid (Essential)	Experience of liaising and networking	X	X	
Experience Paid/Unpaid (Desirable)	Experience of working in marketing/promotion related role	X		
	Experience with working with communities and/or industries	X		

<p>Other Requirements (Essential)</p>	<p>A satisfactory enhanced DBS check (or willing to undertake).</p> <p>Ability and willingness to work outside of normal office hours when required.</p> <p>Ability and willingness to travel within Powys, Neath & Port Talbot, Vale of Glamorgan, and the surrounding region.</p> <p>Commitment to delivering excellent professional services.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>		
<p>Other Requirements (Desirable)</p>	<p>Ability and willingness to travel within Wales.</p>	<p>X</p>		
<p>Welsh Language Skills</p> <p>Listening</p> <p>Desirable</p>	<p><u>Listening</u></p> <p>A1 - Beginner</p> <p>Can understand and use familiar everyday expressions and very basic phrases in Welsh.</p>	<p>X</p>		
<p>Welsh Language Skills</p> <p>Reading</p> <p>Desirable</p>	<p><u>Reading</u></p> <p>A1 - Beginner</p> <p>Can understand and use familiar everyday expressions and very basic phrases in Welsh.</p>	<p>X</p>		
<p>Welsh Language Skills</p> <p>Speaking</p> <p>Desirable</p>	<p><u>Speaking</u></p> <p>A1 - Beginner</p> <p>Can understand and use familiar everyday expressions and very basic phrases in Welsh.</p>	<p>X</p>		
<p>Welsh Language Skills</p> <p>Writing</p> <p>Desirable</p>	<p><u>Writing</u></p> <p>A1 - Beginner</p> <p>Can understand and use familiar everyday expressions and very basic phrases in Welsh.</p>	<p>X</p>		