

Project Officer (Wales REACH)

Role Details

Vacancy ref:	21737/243	Salary:	£30,487 - £36,024 pro rata (Grade 6)
Working Pattern:	18.5 hrs per week	Duration:	Fixed term (1 August 2024 to 31 July 2026)
Location:	Hybrid working - based within our OU in Wales, Cardiff office.		
Additional Information:	Expectation of travel in Wales when required. This is a fixed term role underpinned by external funding through The National Lottery Heritage Fund.		
Welsh Language:	For this role, the ability to speak Welsh is desirable.		

About the Role

The Project Officer (Wales REACH) will support the creative arts strand of the Wales REACH (Residents Engaging in Arts, Culture and Heritage) project; a heritage and creative arts initiative working with a range of disadvantaged and marginalised communities across Wales. The project is a collaboration between The OU, Amgueddfa Cymru and five housing associations and you will play a key operational role. It is funded by the National Lottery Heritage Fund and will run for two years, from August 2024 to July 2026. You will be based within the Partnerships, Skills and Development team at The OU in Wales and managed by the Wales REACH Partnerships Manager.

You will be expected to use your skills and expertise to deliver creative arts activities with a range of external partners. You will be responsible for delivering informal entry level heritage-inspired creative arts activities in participating communities across Wales. These will cover a range of creative forms, for instance visual arts, arts and crafts, creative writing, music, drama, digital design etc.

The overall aims of the Wales REACH project are

- to run a variety of stimulating events which will connect people from disadvantaged communities across Wales with the heritage that matters to them.
- to use that engagement with heritage as the foundation for programmes of education and activities which will support participants to capture and reflect upon what the history of their area means to them in a diverse range of creative ways.
- to disseminate the outputs produced by participants as a rebuttal to stigma and a means of amplifying voices which tend to be marginal to or absent from mainstream narratives of Welsh history.

For this role we are particularly interested in candidates with experience of delivering

informal and bespoke activities. In the later phases of the project, you will support the co-design with communities and partners of dissemination activities intended to garner a wide audience for the work produced by participants.

You will support the project's communications and evaluation work. You will also work closely with a project officer based at Amgueddfa Cymru, who will deliver heritage-focused activities across participating communities, as well as dedicated engagement leads at partner housing associations.

Key Responsibilities

- Collaborate and work closely with colleagues at Amgueddfa Cymru, the involved housing associations and other organisational partners, and foster strong relationships with participating communities.
- Design and deliver in-person and online creative arts sessions to participating communities around Wales, within the parameters supplied by the Wales REACH Partnerships Manager.
- Support the design and delivery of heritage-focused dissemination activities which will share the outputs produced by participants with a wide public audience.
- Contribute to the achievement of targets and outcomes associated with project engagement, including recording attendance at events and activities, and gain informed consent from attendees to participate in the Wales REACH project.
- Support communications activity for the project, including promotional materials, social media and the project website.
- Support colleagues at The OU and partner organisations to foster connections between participating communities, enabling participants to engage with and learn from one another across the project.
- Contribute to evaluation activity, data collection and analysis, report writing and other dissemination activity.

All staff are expected:

- To comply with the University's Health and Safety and Equal Opportunities policies in the performance of your duties.
- To take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- To co-operate with The Open University in ensuring as far as is necessary, that Statutory Requirements, Codes of Practice, University Policies and Departmental Health and Safety arrangements are complied with.
- To demonstrate a strong commitment to the principles and practice of equality and diversity.

Skills and Experience

Essential

A degree or equivalent experience.

Broad competence in a number of creative arts forms and techniques

Experience of designing and running community engagement activities, both face-to-face and online, for a range of audiences.

The ability to contribute to the design of dissemination activities e.g. exhibitions, pop-ups, launches etc.

Excellent communication and relationship-building skills.

Experience of supporting project evaluation.

An understanding of how access to learning can benefit people from widening participation and protected characteristic backgrounds.

The ability to work within a supportive team environment, to make considered decisions and to work in an open and collegiate way.

A growth mind-set where you are open to ideas and possibilities and can respond positively to challenges and setbacks.

Resilient and adaptable to change.

Excellent IT skills.

A commitment to the ideals of the Open University, including equal opportunities and diversity issues.

Desirable

A knowledge of / interest in the history, archaeology and natural history of Wales.

Experience supporting online and / or offline promotional activity.

The ability to communicate through the medium of Welsh. We will give you the opportunity to learn Welsh during work hours.

Important additional information

You may be required to undertake any other duties reasonably required within the nature of the duties and responsibilities of the role, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

This is a homeworking post with regular visits to the OU's Cardiff Office. Extensive and frequent travel around Wales to engage with communities and partners will be required. Expenses incurred will be reimbursed. There may be some occasional travel to other OU locations, including Milton Keynes.

A full driving licence and access to a vehicle will be essential.

You will also on occasion need to be flexible about your working pattern, in order to run activities on dates and at times that work best for participating communities and partner organisations.

About the Open University in Wales

The Open University in Wales is responsible for delivery of academic and support services to students and enquirers right across the country. It is funded through student fee income and by support from the Higher Education Funding Council for Wales and serves over 15,000 students.

Our Cardiff office is the base for more than 180 members of staff working for The Open University in different functions, including:

- The Director for Wales and deputies with overall responsibility for the leadership and oversight of the work of the Open University in Wales, including that delivered by faculty staff based in Wales;
- Academic staff, managers and coordinators from our faculties and schools, developing curriculum, supporting and co-ordinating teaching and ensuring that there is a Welsh perspective in the academic developments of the University;
- Our Student Recruitment and Support (Wales) team working to ensure the successful delivery of services and support to students across all activities;
- Staff engaged in external affairs, marketing, widening access and employer engagement, seeking to grow our collaboration agenda in Wales and tell our story to a wider public;
- The UK-wide Venue Management Team, which is responsible for venue procurement and management activities for all OU tutorials, examinations and ad hoc meetings in the UK and Continental Europe;
- Our team of Operations and Support staff, who make sure we run smoothly and effectively on a day-to-day basis.

The Open University is committed to sustaining a powerful and visible presence in Wales, working closely with other educational providers and organisations to offer high quality part-time higher education opportunities via distance learning. The University is focused on working with the Welsh Government and the Funding Council in meeting the economic, social and cultural needs of the Wales.

This is an exciting time to join the University, as it transforms its UK-wide operations, and refreshes its academic approach. Wales-based staff are involved in planning and organising large-scale operations, using technology to produce materials and information, and effectively managing resources to produce and deliver services to schedule. All staff are concerned with the maintenance and improvement of our high standards of support to individual students and have a strong customer service ethos.

The Open University in Wales is located at 18 Custom House Street, Cardiff. This is a five-minute walk from Cardiff Central train and bus stations. Given its city centre location there is no parking available but there are numerous car parks nearby. For further information on The Open University in Wales, and on the University, please see the Open University in Wales' website at www.open.ac.uk/wales.

How to Apply

To apply for this role, please include your CV and a personal statement of no more 2000 words detailing how you meet the Person Specification. In your statement, you must directly address the essential and desirable criteria.

Applications are allowed to be submitted in Welsh, and an application submitted in Welsh will not be treated less favorably than an application submitted in English

Applications received after the closing date will not be accepted.

If you have not heard from us within a week of the application closing date, please assume that on this occasion you have not been selected to interview for this position, however we thank you for your interest and encourage you to apply for future positions.

If you have any questions about this role please contact Tom Poultney on 029 20 26 27 16 who will arrange a convenient time for the hiring manager to contact you for a chat.