Ysgogwr y Gymraeg / Welsh Language Enabler

Role Description

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| Salary grade: |  | D |
| Reference number: |  | YG |
| Team: |  | Chief Executive |
| Reporting to: |  | Chief Executive |
| Line managing: |  | No line management responsibility |
| Location: |  | Flexible – can work from any Arts Council office |
| Travel: |  | Frequent |

The Arts Council of Wales

Arts Council of Wales is an independent charity, established by Royal Charter in 1994. It is a Welsh Government Sponsored Body whose members are appointed by the Welsh Government.

The Welsh Government provides the majority of our funding. We also distribute funding from the National Lottery and raise additional money for the arts where we can from a variety of public and private sector sources.

We’re ambitious for the arts in Wales. Our vision is of a creative Wales where the arts are central to the life and well-being of the nation, making our country an exciting and vibrant place to live, work and visit. The success of our vision depends on the imagination and creativity of our artists, the quality of their work and the efforts made to reach out to and inspire audiences. We work to create the environment in which ambitious, enterprising artists can grow and flourish and where as many people as possible enjoy and take part in the arts.

Our values

As a public body we’re expected to uphold the highest standards of accountability and openness. We also value creativity and innovation. Our staff often work together in groups and teams to achieve our programmes of work. We place particular emphasis on flexible, collaborative working and support our staff to nurture and develop these skills.

About this role

The Welsh Language Enabler will use their knowledge and enthusiasm for the language to support the arts sector in developing actions to promote the use of Welsh in their work. This will mean using creativity to develop imaginative and engaging approaches to assist both ourselves and our key stakeholders to think and act differently in respect of the Welsh language agenda. Your work will be shaped by, and support the implementation of, the recommendations of both the [Welsh Language Mapping](https://arts.wales/resources/welsh-language-mapping-report) and Welsh Language Marketing report, commissioned in 2019/20.

The Welsh Language Enabler will work with the Council, staff of the Arts Council and key stakeholders (including the Arts Portfolio Wales organisations) to connect the Welsh language development sector and the arts sector so that we can collectively achieve our ambitions in respect of the Welsh language . This will mean making recommendations to the Welsh Language Committee and contributing to internal programmes and workstreams to ensure that there is a full consideration of the Welsh language in every aspect of our work.

The recommendations of the Mapping research and the Welsh Language Marketing Reports will form the basis of the programme of work:

1. Contributing to the delivery our bold and inspiring five-year action plan that supports the delivery of our vision for the Welsh language along with measurable targets
2. Developing a cross sector strategic partnership and associated Memorandum of Understanding between the arts sector and Welsh Language sector
3. Developing networks that support the Welsh language sector and arts sector to collaborate and share expertise / knowledge
4. The mainstreaming of the Welsh language across all departments of the Arts Council and those it funds. This will result in improved awareness of Welsh language, culture and history among the Arts Council, its staff and the wider arts sector (including, but not exclusively, our Arts Portfolio Wales and their boards of Trustees)
5. Improved ways of supporting our ambitions through the Arts Portfolio Wales
6. Developing creative pathways for sustainable arts careers in the Welsh language
7. Working with the Research Team to develop innovative means of capturing data about the Welsh language including creating baselines, gathering data and garnering informal sector knowledge to inform practice
8. Sharing best practice in relation to the creation of work and the development of Welsh language audiences and participants (linked to the findings of the Welsh language marketing report)

Principal responsibilities

Policy – contributes knowledge and lived experience to the successful and creative delivery of policy and strategy linked specifically to the Welsh language.

Specialist knowledge – provides specialist knowledge about the promotion and use of the Welsh language in an arts context. This role will focus on a wide range of arts activity across Wales and will require input into other project groups across the work of the Arts Council, including its Welsh language Committee, Agent for Change and Council.

Project delivery – works to deliver the recommendations of the Welsh Language Mapping research report. Flexibility will be needed to ensure that individual projects delivered are in-line with corporate ambitions as well as stakeholder aspirations.

Advice and information – provides specialist advice and information on arts development specifically linked to the Welsh language, providing a creative and imaginative approach to support when:

* responding to requests for help or advice on arts development and grants funding
* contributing to advice surgeries and events
* researching, developing and preparing information and briefing materials regarding topics of concern to Welsh language development in an arts context
* working with colleagues to promote and disseminate information in relation to the Arts Council’s strategic ambitions in relation to the Welsh language.
* Working with colleagues to raise the profile of the positive work of the arts sector in relation to the Welsh language.

Engagement – develops, encourages and maintains collaborative relationships with artists, arts organisations and relevant partners across the public, private and charitable sectors, local authorities and non-arts sector partners. This will include developing or maintaining relationships with officers at Welsh Government and the Welsh Language Commissioner’s Officer as appropriate.

Attendance at networks and forums, supporting the development of these as appropriate in line with the requirements of the role.

Funding – supports the effective use of Arts Council funds linked to the Welsh language by:

* providing specialist advice and information on grant applications throughout the process
* participating in grants decision-making meetings as appropriate
* providing clear feedback to applicants and colleagues
* monitoring the progress of projects
* establishing successful partnerships to extend the impact of our funding, particularly in relation to more widely sustaining the Welsh language as a living language in communities across Wales.

Advocacy – promotes a positive profile of the Arts Council of Wales and the activities that it supports.

Supports Arts Council colleagues in responding to consultations on Welsh language matters.

Corporate compliance – adheres to those policies that protect the Arts Council and its staff against potential exposure to reportable risks and incidents. These include Anti-Fraud, General Data Protection Regulations, Welsh Language Standards, Wellbeing of Future Generations and Cyber Security/ICT use. (Staff responsibilities are defined in the relevant Arts Council policies.)

Additional duties – any reasonable duties consistent with the above.

Knowledge, experience and attributes

We want to attract to our organisation people who have an interest in the arts, a commitment to the principles of open and accountable public service, to work with a diverse range of customers. We believe in setting the highest standards in all aspects of our work. Every member of staff is therefore an ambassador and we expect everyone to respect and uphold our reputation.

We aspire to be an innovative, forward looking organisation. We look to our staff to work collaboratively with each other to ensure that we’re efficient, effective and useful.

We take for granted that our staff will be competent in their management of routine administration and that they’ll have developed good organisational skills. So we’re particularly interested in staff who have the ability to work imaginatively and flexibly to tackle the challenges that they’ll face – staff who have the initiative and drive to thrive in a busy work environment and who derive satisfaction from achieving ambitious and stretching targets.

In addition, this role requires the following specific knowledge, experience and attributes. Applicants will be assessed against the essential and desirable criteria set out below:

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|  | **Essential** | **Desirable** |
| **Qualifications** | * An arts degree, a Welsh language qualification and/or relevant professional experience gained within the arts or within the Welsh language sector
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| **Knowledge** | * An understanding of both the arts sector and Welsh language sector in Wales and their application in contemporary Wales
* An understanding of the Welsh language agenda and the wider context of this within Wales and beyond
* A thorough understanding of equalities issues and their practical application to the Arts Council’s work
* An understanding of the use of data to inform practice
 | * The ability to manage and implement initiatives that advance the Arts Council’s priorities
* Experience of public policy making
* A familiarity with financial and business issues
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| **Skills** | * Project management skills
* Competent IT and administrative skills
* Excellent spoken and written communication skills – the ability to be an effective, credible and persuasive connector and advocate.
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| **Experience** | * Building and maintain effective relationships, internally and externally, and connecting different interest groups, communities and organisations to support the Welsh Language
* An ability to find new and imaginative ways of delivering change in relation to the use of the Welsh Language
* Experience of working with diverse networks and partnerships
 | * Experience of introducing Welsh language initiatives in an organisational setting
* Experience of developing partnerships on a local and national level
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| **Attributes** | * The ability to inspire people to embrace the Welsh language and be an engaging and encouraging advocate
* The ability to manage and execute a diverse programme of projects and tasks
* Outcome orientated with the determination to drive tasks through to practical completion
* Capable of making decisions, understanding the processes and procedures around those decisions and the impact on Welsh language policy and strategy and understanding the processes and procedures around those decisions.
* The ability to be self‑servicing and to work with a minimum of direct supervision
* The ability and willingness to frequently travel throughout Wales and to work unsocial hours when the need arises
* A working knowledge of the arts and cultural sector in Wales
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| **Welsh language** | Fluency in Welsh (both written and spoken) to a minimum of Level 3 of this matrix <https://learnwelsh.cymru/media/3239/151217description_sgiliau.pdf> We can support you to develop and improve your language skills further. |  |