

PROJECT MANAGER - NUJ TRAINING CYMRU WALES
Continuous Skills Development in a Rapidly Changing Industry 2

VACANCY

FIXED-TERM
FREELANCE
CONTRACT

NUJ Training Wales is seeking an experienced, project manager, self-employed for up to 12 days per month, to work on a skills development project in Wales. The project aims to help members and any media professional in Wales to acquire and enhance their skills in a rapidly changing media industry.

The project's key objective is to develop and deliver a range of skills development opportunities through themed events and classroom-based workshops, aimed at both employed and freelance professionals. The Project Manager, who will be based in Wales and working mainly from home, will be responsible for developing and delivering the project objectives to deadline and budget. This includes:

- project strategy planning, delivery and financial management. Financial and narrative reporting to Welsh Government, the NUJ & NUJ Wales Executive Council
- developing and supporting a framework for Digital Journalism Apprenticeships
- keeping up to date with the journalism and media landscape in Wales - and responding accordingly
- development & monitoring of a range of learning infrastructures to facilitate skills development; liaising with and managing freelance trainers
- overseeing, monitoring, evaluating and prioritising training provision to ensure sustainability
- Liaising with Project Administrator/Coordinator and other contracted freelances
- sourcing and negotiating terms with trainers for new workshops e.g. the impact of the General Data Protection Regulation (from 25th May 2018) on journalists
- nurturing existing and developing new partnerships for joint training and event activities and liaising with stakeholders; organising and chairing the project's Steering Group
- overseeing & managing the NUJ Training Cymru Wales website content, where interested parties are kept engaged in developments (technical support from the website developer)
- overseeing the project's social media output
- facilitating training workshops and events (Cardiff, mid and north Wales for the Social Media Roadshow).
- instigating and facilitating coaching & mentoring training and skills refreshers as well as building on an established network
- writing training blogs for the website
- writing bids for further funding if the opportunity arises

Required skills and characteristics:

- project management experience: with the skills to manage all aspects of the project and deliver objectives to deadline and budget
- demonstrable experience in setting up training programmes and skills development opportunities
- ability to observe and evaluate trainers' workshops in pedagogical terms
- awareness of the skills development challenges that face those working in the media industry in Wales (a background in journalism is desirable but not required)
- excellent verbal and written communication skills, including strong writing and editing skills with the ability to produce a wide range of written materials for internal and external purposes
- experience of event organising and facilitating
- ability to build strong working relationships with all stakeholders in the project an understanding of the challenges faced in union training and development, embedding a lifelong learning culture and familiarity with the NUJ's equality and diversity policy
- ability to research, analyse and record information in project context
- highly organised and disciplined self-starter who can hit the ground running
- creative thinker who can initiate and follow through new ideas
- teaching qualification desired but not required
- Bilingual (English/Welsh) – preferred
- As a freelance working from home, you will supply and maintain your own fit for purpose hardware (laptop, printer) with GDPR compliant security.

Contract Title: Project Manager, NUJ Training Cymru Wales

Project Title: Continuous Skills Development in a Rapidly Changing Industry 2

Remuneration: £215 per day (up to 12 days per month) | **Fixed-Term Duration:** ASAP to 31st March 2020

Contract Type: Freelance fixed-term contract/ self-managed/self-supervised

This project is funded by Welsh Government's Wales Union Learn Fund (WULF) and under the rules of the funding the Project Manager must live in Wales and have the right to work in the UK.

If you would like to apply for this contract and have the required skills and experience, please email your CV, a covering letter and the signed GDPR privacy notice to personnel@nuj.org.uk to arrive no later than noon **12/07/19**. Please note that applications received after this date will not be considered. Please code your application '**PM WALES**'.