



**\*Brighter thinking  
for early years**

## Job Description Welsh Language Coordinator

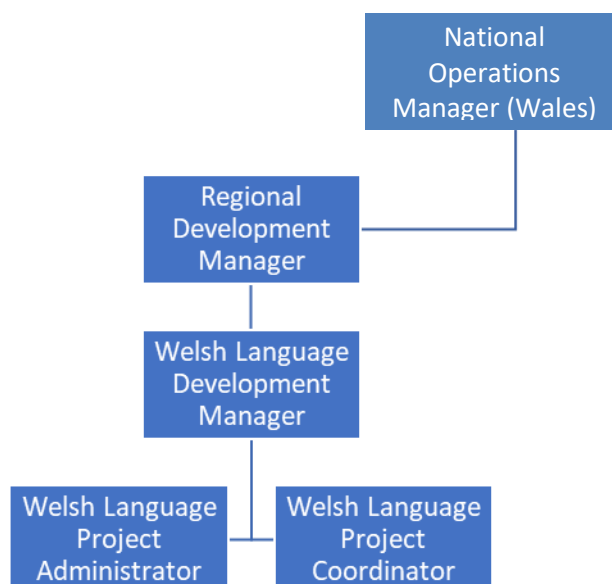
**Responsible to:** Welsh Language Development Manager  
**Location:** Home Based  
**Salary Band:** Band C - £27,500 - £29,000 FTE (dependent upon experience)  
**Hours:** 22.5 hours per week  
**Contract:** Temporary - to 31 March 2027, subject to funding

**National Day Nurseries Association (NDNA)** is the nationally recognised charity representing nurseries throughout the United Kingdom. NDNA supports the delivery of high- quality, affordable and accessible childcare. It is a strategic partner to government in the achievement of early years, childcare and play work strategy, working across England, Scotland and Wales.

**Cwlwm** is made up of five organisations with Mudiad Meithrin as the lead organisation. Cwlwm organisations are Clybiau Plant Cymru Kids' Clubs, Early Years Wales, Mudiad Meithrin, National Day Nurseries Association (NDNA Cymru), Coram PACEY Cymru. Cwlwm supports the Welsh Government to ensure that families across Wales can access affordable, quality childcare providing innovative solutions to create flexible childcare and play opportunities to meet the needs of parents and their families.

The Welsh Language project sits within Cwlwm. NDNA Cymru and Early Years Wales are lead partners and work closely with the Welsh Language coordinators from Clybiau Plant Cymru Kids' Clubs, Mudiad Meithrin and Coram PACEY Cymru.

The post-holder will be supported by the Welsh Language Development Manager, the NDNA Cymru team and the NDNA teams based at head office.



## **Main purpose of the job**

This position, funded by the Welsh Government, plays a key role in NDNA Cymru's Cwlwm work. The role supports early years, childcare and play work practitioners with Welsh language skills. Targets are agreed annually between the Welsh Government and Cwlwm partners. The post holder will co-ordinate NDNA Cymru's Welsh language project, encourage NDNA Cymru Members to embark onto the Camau online self-learning course, and provide ongoing support to practitioners on increasing their use of the Welsh language.

Travel will be required to undertake this role.

## **Main Duties**

- To establish and manage robust procedures and systems to support the co-ordination, delivery and monitoring of the Welsh Language project.
- Identify settings and recruitment of practitioners for the delivery of training courses.
- Working with Cwlwm partners in the early years, childcare and play work sector, to ensure co-operation and joint working across this sector to deliver the Welsh language project.
- Promote the development of Welsh language skills by providing information on the Camau online self-learning course, encouraging practitioners to sign up for the training.
- Provide support to practitioners to ensure learning from the training is implemented in the workplace.
- Development of resources to ensure training influences practice.
- Delivery of live interaction sessions with practitioners and other partners.
- Collection of data, monitoring and tracking the progress of participants following their completion of the course, including (but not exclusive to) gathering student feedback and evaluation.
- Provide regular written reports identifying progress against targets for Senior Managers and funding bodies.
- Systematically gather and record sector intelligence and research from early years, childcare and play work providers and partners.
- Promote the benefits of NDNA membership and access to its products, services and support.
- Work with the NDNA Cymru team to provide effective support to its members in Wales.
- Respond in a timely and professional manner to all verbal or written correspondence including incoming queries.
- Undertake relevant administration tasks commensurate with the post.
- Represent NDNA at national, regional and local levels as appropriate; attend and contribute to the delivery of NDNA regional and national events.
- Carry out visits within member settings in North Wales to identify settings which may want to transition to Bilingual or Welsh medium status.
- Undertake any other reasonable tasks as commensurate with the grade as required by line management.

In carrying out the duties and responsibilities set out within the job description and in the context of developing working relationships with others, the post holder will be expected to demonstrate commitment to and comply with all of NDNA's policies and procedures.

**Personnel Specification  
Welsh Language Coordinator**

Qualifications	Identified by
<b>Essential</b> <ul style="list-style-type: none"> <li>• A good standard of education in Welsh and English</li> </ul>	CV
Experience	Identified by
<b>Essential</b> <ul style="list-style-type: none"> <li>• Previous experience of working within the early years, childcare and play work sector</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>• Working in partnership with stakeholders</li> <li>• Previous experience of sourcing information</li> </ul>	CV / Task / Interview
Knowledge	Identified by
<b>Essential</b> <ul style="list-style-type: none"> <li>• Knowledge of the benefits and value of the Welsh language in the early years sector</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>• Knowledge of strategies for introducing the Welsh language in the early years, childcare and play work sector</li> <li>• Knowledge of good quality Welsh language early years resources</li> <li>• Awareness and knowledge of working with the voluntary and private sector</li> </ul>	CV / Task / Interview
Skills and Abilities	Identified by
<b>Essential</b> <ul style="list-style-type: none"> <li>• Effective communication skills - fluent in both English and Welsh</li> <li>• Experience of using a range of IT applications including Microsoft Office/ Excel</li> <li>• Excellent administrative skills with attention to detail</li> <li>• Able to build relationships easily and communicate at all levels, including the ability to use language and other communication skills that very young children can understand and relate to</li> <li>• Enthusiasm for quality early years, childcare and play work opportunities</li> <li>• Ability to meet deadlines and prioritise a busy workload</li> <li>• An enthusiastic, self motivated, organised, team worker and networker</li> <li>• Ability to work independently and use their own initiative</li> <li>• Good interpersonal skills and ability to refer or deal with issues raised by members as appropriate</li> <li>• An understanding of the main aims of NDNA</li> <li>• Ability to organise and prioritise work with a minimum of supervision</li> </ul>	CV/Interview
Other Requirements	Identified by
<b>Essential</b> <ul style="list-style-type: none"> <li>• Able to drive and have access to a car</li> <li>• Ability to travel</li> <li>• Flexible, adaptable, dedicated</li> </ul>	Interview

- To be able to work within boundaries and adhere to GDPR legislation and maintain employer confidentiality

**Desirable**

- Able to attend occasional evening meetings

