

## Net Zero and Green Skills FE Lead Coordinator

<b>Reporting to</b>	Director of Development
<b>Contract</b>	Full time, fixed term until 31 March 2024. Secondment opportunities considered
<b>Salary</b>	£42,798 - £45,596 per annum
<b>Benefits</b>	37 days annual leave plus 8 public holidays and up to 5 discretionary days, access to a defined benefit pension scheme (LGPS option), flexible working options, salary sacrifice schemes such as childcare vouchers, free car parking
<b>Location</b>	A combination of home-based and office working (Cardiff)
<b>Hours</b>	37 hours per week

### Main Purpose of Role

- To co-ordinate the development of skills delivery plans for Net Zero and Green Skills provision across the Welsh Further Education College network to align with the Welsh Government's Strategic plan to deliver a Net Zero Wales by 2050.
- Undertake a mapping exercise of all current and planned green skills provision across the Welsh FE landscape; with a view to facilitating a co-ordinated approach to delivering green skills across Wales.
- Represent, promote and engage with the FE College network as a strategic partner to external organisations to support and raise awareness of the skills and training options to support the transition to Net Zero emissions.

### Main Duties

- Act as the first point of contact within Colegau Cymru for Welsh Government officials, Net Zero Industry Wales (NZIW) and other external stakeholders, representing and co-ordinating the Welsh Colleges' response to Net Zero Wales and Green Skills development.
- Act as lead coordinator across all FE establishments to oversee mapping and scoping work to inform Net Zero provision and planning over the short, medium and longer term - linking with wider work-based learning provision and Higher Education where applicable.

- Develop and present an overview Skills Plan of FE provision to support the net-zero skills over the short, medium and longer term.
- In conjunction with the Strategic Work Based Learning (WBL) Group provide advice and support to member colleges with on-going developments.
- Engage with senior leaders, curriculum and WBL leads across all Welsh FE Colleges to develop effective relationships and communication channels to facilitate the secure transfer of knowledge to inform the sector's response.
- Work with Welsh Government and WBL and Employability Strategic Advisor to establish effective networks with external stakeholders, including Net Zero Industry Wales (NSIW), agencies, industry, regulators, employers and awarding bodies to inform, guide and shape the sector's Net Zero response plan.
- Organise and facilitate regional and national engagement events that bring strategic stakeholders together to promote and disseminate a sector wide understanding of the Net Zero/Green Skills agenda and key milestones.
- Keep abreast of political, socio and economic developments in respect of Net Zero Wales ensuring effective dissemination of data, plans and labour market intelligence to member colleges to inform skills and curriculum planning.
- Provide updates on progress across a range of internal and external audiences including NZIW, Senior Management, the Principals' Forum and the ColegauCymru Board of Directors and the Strategic WBL Group on project progress and outcomes.
- Promote and support the attendance, engagement and awareness raising of news, activity and consultation events relating to Net Zero Wales across the Welsh FE Sector.
- Identify and disseminate case-studies of sector leading practice where FE is working collaboratively with Industry partners on the development of green skills and retro-fit provision.
- Produce progress reports to inform strategic stakeholders of the response effort on behalf of Member colleges.
- Lead on developing a sector wide business case to secure funding and grants to support the development of sustainable solutions.
- Assist in identifying potential green skills expertise to support the further development of the project and appointment of a Net Zero Expert Lead.
- To take on other reasonable tasks as directed by the Chief Executive.

## Key Relationships

The postholder will establish good working relationships with a broad range of internal and external stakeholders including Welsh Government Officers, the entire ColegauCymru staff, partners (including external consultants) and representatives of member colleges and key external stakeholders including work-based learning providers and the HE sector.

*Note: This Job Description will be reviewed and amended in light of changing professional demands in consultation with the post holder. It is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.*

## Person Specification

The knowledge, skills and experience ColegauCymru is seeking to recruit are summarised as follows:

**Method of assessment: A/F = Application form, A = Assessment, I = Interview**

Knowledge, Training and Qualifications	A/F	A	I
Knowledge and understanding of Post-16 Vocational Education Training and Qualifications within Wales.	x		x
Knowledge and understanding of pivotal role of Further Education Colleges in leading on Green Skills agenda.	x		x
Educated to degree level in a relevant subject or equivalent professional experience.	x		
<b>Experience</b>			
Demonstrate a strong track record of leading or facilitating curriculum reviews and/or developing new vocational pathways in conjunction with industry within the Further Education sector.	x		x
Experience of building effective working relationships with senior influencers and across a range of internal and external stakeholders.	x		x
Experience of co-ordinating and facilitating multi-agency projects/initiatives and engaging with positive impact across a wide range of stakeholders.	x		x
Experience of operating with the highest levels of professionalism and personal integrity.	x		x
<b>Skills</b>			
Ability to think strategically and to craft and communicate a compelling vision for the sector as a crucial conduit to support Net Zero Wales.		x	x
Strong relationship building and interpersonal skills with the ability to motivate, encourage, promote and when necessary challenge stakeholders to 'do the right thing'.		x	x
Exemplary communication skills with the ability to listen, structure and deliver messages clearly (in both presentation and written reports) with impact.		x	x
Ability to build and maintain momentum and alignment with WG Net Zero Wales plan initiating action, resolving		x	x

perceived barriers and championing the development and phased execution of the plan.			
Strong organisational, planning skills and critical review and analytical skills.		x	x
Proficient in the use of MS Office and smart ways of working.	x		
Ability to work autonomously with regular touch points with relevant stakeholders.	x		x
<b>Other Requirements</b>			
Ability to work flexibly in accordance with work requirements including travel and occasional evening and weekend work.	x		x
Value diversity and equality.	x		x
Recognise and uphold confidentiality at all times.	x		

### Welsh Language

ColegauCymru is a proudly bilingual organisation and Welsh language skills are considered an asset to the organisation. We acknowledge the importance of developing and growing a bilingual workforce and encourage and support staff to learn, develop and use their Welsh language skills in the workplace.

Welsh language skills are desirable but not essential for this role. Applicants who do not possess Welsh Language skills or whose skills do not currently meet the desired level but who are able to demonstrate a commitment to acquiring or improving their level of competency are encouraged to apply. Applicants are welcome to contact ColegauCymru to discuss this requirement.

## Summary of Terms and Conditions

### 1. Contract

The successful candidate will be offered a full-time, fixed-term contract of employment until 31 March 2024. The organisation will consider secondment opportunities for this period.

### 2. Salary

The salary for this post is £42,798 - £45,596.

### 3. Holiday Entitlement

The annual holiday entitlement is 37 days. In addition to this personal entitlement, you are also entitled to leave on 8 public holidays plus extra concessionary days as decided by the Chief Executive.

### 4. Hours of Work

The full-time contracted hours are 37 hours per week excluding daily meal breaks. The working hours will be such to meet the needs of the post. The post holder may be expected to attend meetings in the evening and at the weekend as required. A TOIL policy is in operation.

### 5. Pensions Entitlement

ColegauCymru will make a monthly contribution into your pension plan scheme. If you do not currently contribute towards a pension scheme, you will automatically be enrolled into a workplace pension scheme on appointment.

### 6. Notice Period

Three months' notice will be required.

### 7. Probation

Six months' probationary period will apply to this post.

### 8. DBS Disclosure Check

The successful applicant will be required to complete a Standard Disclosure and Barring Service application.

At interview you will be asked if you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current DBS guidance.

It is important to highlight that having a criminal conviction does not automatically prevent a candidate from receiving an offer of employment.

### 9. Location

The post will be based at Unit 7, Cae Gwyrdd, Greenmeadow Springs, Tongwynlais, Cardiff, CF15 7AB but the role will involve a combination of office and homeworking. The post will involve travel

throughout Wales, the UK and internationally. The applicant will have a current valid driving licence and access to a car would be advantageous.

## 10. Your Data

Your information will be handled in accordance with data protection legislation. More information about how we process personal data can be found in our [Privacy Notice](#).

## Completing your Application Form

You are advised to make your application as soon as possible as we reserve the right to close vacancies early if a large number of suitable applications are received. Previous candidates need not apply.

The Application Form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae) as we will not consider it.** It is vital that you fill in the form as fully and accurately as possible. We will pay particular attention to how well your experience and skills fit the criteria of the **Person Specification**. You should, therefore, make clear how you match these criteria.

Applications must be submitted by email to [hr@colegaucymru.ac.uk](mailto:hr@colegaucymru.ac.uk).

After the closing date HR will consider the applications and select candidates for interview. You will be informed via email as to whether you have been shortlisted or not. If shortlisted, details of your interview will follow.

### Immigration Status/Eligibility to work in the UK

Under Section 8 of the Asylum and Immigration Act 1996 all potential employees are required by law to provide documentary evidence to confirm their eligibility to work in the UK. If you are unable to produce the necessary evidence we are not permitted by law to consider your application.

### References

References for the successful candidate will be contacted. You will need to provide names, addresses and, where possible, e-mail addresses of two referees not related to you. One should be your current or most recent employer and should be someone authorised to speak for the employer not just a colleague. If you currently work for a college we would expect the principal to be a referee. Personal references are not acceptable.

### Equality and Diversity

We ask that you complete our Equality and Diversity Form when you apply. This is voluntary, and anonymous, but helps us to ensure that we are being inclusive in our recruitment.

### Disability

If, because of a disability, you need any help with completing your application form, please contact [hr@colegaucymru.ac.uk](mailto:hr@colegaucymru.ac.uk). If you are shortlisted, we will be happy to discuss with you any special arrangements that may help you at interview.