

Job Description

Job title: Project Coordinator - Wales Manager

Hours: Full time (35 hours per week)

Location: Wikimedia UK office / remote work

Reporting to: Head of Programmes and Evaluation

Salary: £27,000-30,000 pa

Pension: WMUK offers a pension scheme, with matched employer pension contributions

Benefits: 25 days annual leave plus public holidays

Purpose of job: To deliver Wikimedia UK's Wales programme (including supporting the Wikipedia Cymraeg and English Wikipedia in Wales) by running projects with partner institutions, and involving and empowering volunteers in Wales

Main Duties

1. Relationship Management

- Actively pursue, setup and manage relationships with partner organisations in Wales. Encourage the partner organisations' creation of free content. Act as the main point of contact both for the partner organisation and volunteers involved. Monitor and evaluate partnership projects
- Communicate proactively, effectively and regularly with all volunteers and organisations taking part in projects
- Actively recruit volunteers to maintain, develop and expand existing partnerships
- Provide support to the the Wikimedians in Residence based in Wales
- Develop and deliver a range of activities, such as Wikipedia editing events, media donations, and conferences
- Develop opportunities for collaboration with the Welsh Government

2. Volunteer Engagement and Development

- Encourage and support the Wikimedia community in Wales, developing local champions, volunteer skills and awareness of Wikipedia
- Deliver and support delivery of training (new skills and top-up) to new and existing volunteers, to develop our supporter base in Wales
- Regularly assess training methods and materials in line with changing volunteer and partner needs in collaboration with the rest of Wikimedia UK
- Encourage involvement of volunteers in activities and grow the volunteer base
- Support volunteer grants programme when relating to activities in Wales
- Manage social media in relation to activities in Wales in collaboration with the rest of Wikimedia UK

3. Database Management

- Handle documentation and record all relevant metrics against set goals
- Produce regular updates for team and senior managers using CRM data

4. Evaluation and Impact

- Undertake impact measurement, assessment and evaluation of all projects, including collecting feedback from stakeholders, accurate use of CRM and formal report writing (including annual and periodic reports)
- Report to Wikimedia UK regularly on the programme outcomes, and plans (including objectives and KPIs)

5. Project Development

- Be proactive in looking for funding within potential or existing projects
- Seek potential opportunities for new, one-off projects or collaborative working. These could focus on developing Wikipedia and related projects.
- Bring volunteers into potential and existing projects, increasing the engagement. Coordinate their work in relation to projects
- Monitor and organise resource for activities (including expenditure). Assist in financial budgeting and forecasting

6. General

- Work to achieve individual and team outcomes, supporting other members of the team with their projects when necessary
- Maintain highly professional standards in delivering a quality service to ensure the smooth running of the projects
- Coordinate one-off events and new projects as and when required
- Support inter-chapter collaboration in knowledge sharing

Experience

- Experience of having published work in Welsh
- Significant body of experience in Welsh culture and a good academic background
- Knowledge of the interplay of Welsh institutions and Welsh local government
- Proven experience of project management, involving partner organisations
- Experience of organising events
- Experience of working effectively with a team of volunteers and supporting volunteers
- Experience of delivering training at a variety of levels, maintaining materials and supporting volunteer knowledge transfer
- Experience of budgeting, allocating resources and seeking additional funding

Skills and abilities

- Fully fluent and literate in both Welsh and English
- Passionate about the aims and values of Wikimedia UK
- Understanding of the open culture and the Wikimedia projects
- Excellent software skills, including word-processing, spreadsheets, event management programmes, and CRM databases
- Flexible approach, with the capability to be a team player and identify and manage opportunities and risk
- Initiative, ability to manage own time

- Ability to communicate effectively, including writing skills
- Good managerial competence at a high level, including meeting deadlines and reporting skills.
- Accreditation as a Wikimedia UK Trainer would be an advantage; however, this training could be done during the first few months.
- Good problem solving, numeracy and analytical skills
- Management and diplomacy skills.