

An ROSWEYTH CO-ORDINATOR

CORNISH LANGUAGE NETWORK

An Rosweyth, the network of Cornish Language Voluntary Organisations, is seeking a Co-ordinator to assist with managing network administration, projects including Speak Cornish Week and digital promotion of the Cornish language.

The post will be accountable to the Rosweyth Committee, with line management through the Chair. Financial management and employment will be through Kowethas an Yeth Kernewek, which is acting as the accountable body for the network.

How to Apply

To apply, please send a CV and covering letter outlining how you meet the person specification (no more than 2 pages) to rosweyth@outlook.com.

Closing date: 3rd September 2023

Interviews: Online via Microsoft Teams in w/c 11th September.

An Rosweyth is the network of all Cornish Language community organisations including An Kylgh Kernewek; Cussel an Tavas Kernuak; Agan Tavas; Kesva an Taves Kernewek; Kowethas an Yeth Kernewek and Movyans Skolyow Meythrin. Kowethas an Yeth Kernewek acts as the accountable body for this project.

Job Description

ROLE TITLE:

An Rosweyth Co-ordinator

PURPOSE OF THE ROLE:

- to service the network, including arranging meetings, taking minutes and following up actions.
- to work on the marketing and promotion of Cornish language classes, activities and events, including preparing e-newsletters, maintaining and updating the Speak Cornish website and supporting Speak Cornish week 2024.
- Administrative and logistical support for other projects undertaken by An Rosweyth including forging new partnerships and seeking project funding where appropriate.

DUTIES & RESPONSIBILITIES:

- Organise Rosweyth meetings, taking and distributing minutes
- Follow-up on actions between meetings as required, to help build momentum
- Marketing and promotion support for projects, liaising with member groups as appropriate
- Maintain, update and promote the Speak Cornish website
- Support and evaluate Speak Cornish week 2024 and assist in planning for 2025
- Provide support for new project work as required and manage aspects of new projects
- Maintain accurate records of work completed and financial records as required
- Deal with correspondence, telephone, email and web-based enquiries.
- Liaise with member groups and the public according to need

REPORTING TO:

- Chair and Committee of An Rosweyth (work programme)
- Kowethas an Yeth Kernewek Administrator & Treasurer (pay and finance)

WORKING HOURS:

- 15 hours per week

SALARY:

- £30,000 pro rata

START DATE:

- As soon as possible

Person Specification

	Essential	Desirable	Measure
Education & Qualifications	<ul style="list-style-type: none"> GCSE Maths and English (or equivalent). 	<ul style="list-style-type: none"> Cornish language qualification (e.g. Kesva an Taves Kernewek or WJEC) 	Application
Skills & Abilities	<ul style="list-style-type: none"> Ability to motivate and work with volunteers as part of a team. Ability to manage own hours and workload in conjunction with the Chair of An Rosweyth. Organisational skills which will ensure effective delivery Enthusiasm for working with the Cornish Language, and helping to progress it across the community. Self-motivated and enthusiastic. Willingness to work bilingually in Cornish/English, translating or arranging translations of appropriate material. 	<ul style="list-style-type: none"> Cornish speaker 	Application and Interview
Experience	<ul style="list-style-type: none"> Marketing and promotion experience, including social media Project management experience Website management experience Volunteer management experience 	<ul style="list-style-type: none"> Experience of using Weebly 	Application

Knowledge & Understanding	<ul style="list-style-type: none">• Knowledge of data protection compliance e.g. GDPR	<ul style="list-style-type: none">• Knowledge of work of the Cornish language community groups	Application and Interview
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