

PROJECT COORDINATOR - NUJ TRAINING CYMRU WALES
Continuous Skills Development in a Rapidly Changing Industry 2025-2028

VACANCY

FIXED-TERM
FREELANCE
CONTRACT

2025-2028

Subject to
confirmation of
funding

NUJ Training Wales is seeking an experienced, project Administrator/Coordinator, self-employed for up to 8 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, online and classroom-based workshops, aimed at both employed and freelance professionals.

You will be responsible for providing all administrative support for the project. This includes in the main:

- Setting up and monitoring bookings for courses (linking booking software to the project's website) and managing payments
- supporting a framework for Digital Journalism Apprenticeships
- Organising venues, online facilities, and handling trainer requirements
- Compiling course joining instructions (venue, travel etc. information) to send to participants
- Collecting and collating course feedback and project data
- Keeping and maintaining a database of courses, attendees, trainers & partners
- Ensuring the course website is kept up to date in liaison with PM
- Setting up and analysing online learning needs surveys
- Occasionally facilitating courses (online, Cardiff, mid and north Wales)
- Potentially supporting the project's social media output
- Providing support for networking and other events
- Attending networking events and facilitating introductions

Required skills and experience:

- Demonstrable experience in administration work
- Experience of working as a project coordinator desirable but not essential
- Highly organised with demonstrable ability to work quickly, efficiently and to deadlines without prompting
- Advanced Microsoft Office skills, particularly Excel (ability and experience in setting up and working with complex spreadsheets for the production of statistical reports and charts)
- Ability to manage the content of a Wordpress website
- Ability and experience in using a variety of software applications like Eventbrite, Mailchimp, SurveyMonkey (or equivalents) and photographic/graphic applications to produce banners, collages, posters etc.
- Ability and experience in using online meeting platforms like Zoom, Microsoft Teams etc
- Understanding of appropriate, responsible and ethical use of social media
- Excellent verbal and accurate written communication skills
- Meticulous eye for detail
- Demonstrate a good understanding of equality and diversity issues
- Experience in handling budgets desirable
- 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 Coordinator, NUJ Training Cymru Wales

Project Title: Continuous Skills Development in a Rapidly Changing Industry 2025-2028

Remuneration: £155 per day (up to 8 days per month) | **Fixed-Term Duration:** 1st April 2025 to 31st March 2028

Contract Type: Freelance fixed-term contract/self-managed/self-supervised (Subject to funding)

This project is funded by Welsh Government's Wales Union Learn Fund (WULF) and under the rules of the funding the Project Coordinator 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 **26/03/25**. Please note that applications received after this date will not be considered.

Please code your application 'PC WALES'.

The NUJ follows its equal opportunity policy