**Role Description**

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| The Role: |  | International Co-ordinator |
| Salary grade: |  | B |
| Reference number: |  | ICWAI |
| Team: |  | Arts Development (Wales Arts International) |
| Reporting to: |  | Head (Wales Arts International) |
| Line managing: |  | No line management responsibility |
| Location: |  | Cardiff |

**The Arts Council of Wales**

Arts Council of Wales is an independent charity, established by Royal Charter in 1994. It is a Welsh Government Sponsored Body whose members are appointed by the Welsh Government.

The Welsh Government provides the majority of our funding. We also distribute funding from the National Lottery and raise additional money for the arts where we can from a variety of public and private sector sources.

We’re ambitious for the arts in Wales. Our vision is of a creative Wales where the arts are central to the life and well-being of the nation, making our country an exciting and vibrant place to live, work and visit. The success of our vision depends on the imagination and creativity of our artists, the quality of their work and the efforts that are made to reach out to and inspire audiences. We work to create the environment in which ambitious, enterprising artists can grow and flourish, where as many people as possible enjoy and take part in the arts.

**Our values**

As a public body we’re expected to uphold the highest standards of accountability and openness. We also value creativity and innovation. Our staff often work together in groups and teams to achieve our programmes of work. We place particular emphasis on flexible, collaborative working and support our staff to nurture and develop these skills.

**About this role**

The International Co-ordinator supports the effective delivery of Wales Arts International’s activities, its projects and services, and the interface with other international activity and our partnership work with British Council, by providing a high quality administrative and support service that assists flexible/mobile working. This includes the development of international information services, co-ordination of communication, correspondence and appointments. It also involves the planning, organisation and administration of internal and external meetings, events and conferences and participation in delivering frontline contact work with sectors in Wales and on occasion abroad in international contexts.

**Principal responsibilities**

1. **Administration** - provides support and assistance to Team members and Project leaders including:

* the management of documentation, correspondence, phone calls and emails
* the planning, organisation and recording of meetings
* preparing and assisting with itineraries and travel arrangements (including international travel)
* ensuring records and files are organised, accurate and up to date

1. **Project Management** – assists in the delivery of projects and tasks, maintaining any annual or strategic plans for international activities
2. **Communications** – ensuring that relevant information is prepared and publicised (this includes updating the WAI website)
3. **Support to Advisers and Project leads** – liaises with National Advisers and/or consultants/ Project Managers

* assisting the Team with the delivery of projects, events or research

1. **Information** – assisting the Information advisors/Help Desk service by providing specialist advice on international matters
2. **Grants Management** – co-ordinates the assessment and monitoring of funding programmes co-ordinated by Wales Arts International, working in liaison with Investment and Funding Services
3. **Events** – assists with the planning, co-ordination and administration of events, symposia and conferences
4. **Relationship management** – ensures a high standard of customer service in dealing with clients, organisations and the public
5. **Anti-Fraud Policy** – is familiar with the anti-fraud policy and related guidance together with any specific responsibilities of this role, outlined therein.
6. **Additional duties** – any reasonable duties consistent with the above.

**Knowledge, experience and attributes**

We want to attract to our organisation people who have an interest in the arts, a commitment to the principles of open and accountable public service, and the flair to work with a diverse range of customers. We believe in setting the highest standards in all aspects of our work. Every member of staff is therefore an ambassador for the company and we expect everyone to respect and uphold our reputation.

We aspire to be an innovative, forward looking organisation. We look to our staff to work collaboratively with each other to ensure that we’re efficient, effective and useful.

We take for granted that our staff will be competent in their management of routine administration and that they’ll have developed good organisational skills. So we’re particularly interested in staff who have the ability to work imaginatively and flexibly to tackle the challenges that they’ll face – staff who have the initiative and drive to thrive in a busy work environment and who derive satisfaction from achieving ambitious and stretching targets.

In addition, this role requires the following specific knowledge, experience and attributes. Applicants will be assessed against the essential and desirable criteria set out below:

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|  | **Essential** | **Desirable** |
| **Knowledge** | * Knowledge of the arts in Wales and commitment to advancing arts from Wales internationally * Good understanding of office systems processes and procedures * An awareness of the responsibilities associated with efficiently supporting staff and handling confidential, business sensitive, organisational and staff information | * Understanding of the mechanisms for encouraging and developing international working and exchange * Knowledge of international networks and organisations * Working Knowledge or fluency in any foreign languages |
| **Skills** | * Well-developed IT and administrative skills * Evidence of organisational skills in a busy environment * Communication skills through digital and IT platforms, over phone and in person delivery * Presentational skills for documentation and advocacy work |  |
| **Experience** | * Relevant experience of providing high quality administrative and organisational services * Experience of researching information and providing advice * Organisationally dealing with people in events, conferences and other group contexts | * Any knowledge of foreign countries and cultures |
| **Attributes** | * Commitment to and awareness of equal opportunities * Capable of drafting letters, basic reports and minutes showing understanding of content * Accurately prioritises key tasks * Ability to work on own initiative and work effectively under pressure * Confident and well organised * Engaging and confident in engagement in public contexts * Ability to communicate facts and knowledge relating to detailed request and issues * A flexible and adaptable attitude to the developing needs of the Wales Arts International team * May be required to travel throughout Wales from time to time and on occasion internationally |  |
| **Welsh Language** | * Fluency in Welsh (both written and spoken) |  |