



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

JOB DESCRIPTION

Job Title:	Support for Ukraine Project Coordinator (1 FTE)
Location:	Working across university campuses as needed. Hybrid working may be supported depending on operational need. This role requires some local and national travel, and the ability to work evenings and/or weekends with advance notice.
Department:	Vice-Chancellor's Office
Hours:	1.0 FTE
Tenure:	2-year fixed term
Grade:	7
Salary:	£40,927 - £46,042 per annum
Accountable to:	Vice-Chancellor's Office

Role Summary:

Cardiff Metropolitan University is a progressive university, working with purpose, impact and compassion to make economies more prosperous, societies fairer, cultures richer, environments greener and communities healthier.

The University works in partnership with students and staff to transform lives and communities through high-quality, high-impact education underpinned by cutting-edge research and innovation.

The first designated University of Sanctuary in Wales, Cardiff Metropolitan University has a longstanding commitment to fostering peace-building and intercultural understanding through education, cultural diplomacy and civic activity. The University has been awarding Sanctuary Scholarships since 2018 and, in 2022, Cardiff Met appointed Stephen Wordsworth CMG LVO, Executive Director of the Council for At-Risk Academics (Cara) as its new Chancellor and awarded its first CARA Fellowship to an academic from Afghanistan.

As a result of the Russian aggression in Ukraine, the University has initiated its [Support for Ukraine Project](#). The Project is underpinned by a fund of £400,000 set aside by the University to be used flexibly to support Ukrainian individuals, groups/teams and higher education institutions to continue to learn, teach, research and develop during this difficult period.

This post will coordinate delivery of the Support for Ukraine Project activities with our Ukrainian partner institutions, in particular H.S Sovoroda Kharkiv National Pedagogical University

(Skovoroda University); and with individual staff and students, and groups/teams seeking educational, research and/or sporting sanctuary at Cardiff Metropolitan University.

The role focuses on two key areas within the Support for Ukraine Project:

- liaison work at an institutional and sectoral level with partner and twin institutions in Ukraine to support their continued educational and research activity during the conflict;
- facilitation of the continued learning and development of Ukrainian staff, students and sportspeople seeking sanctuary at Cardiff Metropolitan University, where this has been agreed with the Vice-Chancellor.

Principal Duties and Responsibilities:

Coordination of Project Activities

- Manage existing strategic partnerships with partner and twinned Ukrainian Higher Education Institutions (HEIs), ensuring the best outcomes for all while remaining in budget.
- Liaise with relevant external stakeholders (e.g. Universities UK, Universities Wales, Global Wales, Welsh Government, local authority, local cultural and religious organisations, relevant local third sector organisations) to ensure successful twinning relationships and successful support for Ukrainian staff, students and sportspeople temporarily joining Cardiff Metropolitan University.
- Liaise with relevant internal stakeholders to ensure the success of twinning relationships and successful support for Ukrainian staff, students and sportspeople temporarily joining Cardiff Metropolitan University.

Project Management

- Ensure effective project planning for Cardiff Metropolitan University's Support for Ukraine Project (planning, timelines, monitoring frameworks and tools, risk management) and initiate and close activities (evaluation, outstanding actions, lessons learned) at the appropriate Project stages.
- Ensure that obligations to stakeholders are met, including meeting key performance indicators, delivering agreed objectives on time and within budget.

Line Management

- Oversee the work of the Cardiff Met Support for Ukraine Wellbeing Coordinator (0.5 FTE Grade 5), ensuring that appropriate safeguarding, data protection, and service user voice arrangements are in place, and monitoring and evaluating the service provided.

Communications:

- Develop and oversee implementation of a Support for Ukraine communications strategy across a range of platforms, liaising with other relevant University Directorates.
- Produce regular monitoring and evaluation reports and updates for the line manager, Vice-Chancellor's Executive Group and Academic Board.
- Ensure effective communication with external stakeholders on a day-to-day basis, and on project development and evaluations.

- Review, update and maintain adequate mechanisms for data collection and monitoring to track progress against planned outputs and outcomes
- Ensure consistent collection of relevant data and production of accurate material for internal and external reporting.

Standard Notification

These guidelines are provided to assist you in the performance of your role. The university is a dynamic organisation; therefore, changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated tasks are likely to be performed as directed by the line manager.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, People Services and Health and Safety policies and procedures.



PERSON SPECIFICATION

Job Title: **Support for Ukraine Project Coordinator
(1.0 FTE)**

*Key

A - Application form

I - Interview

School/Unit: **Vice-Chancellor's Office**

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Education and Qualifications (Essential)	Degree-level qualification or demonstrable equivalent relevant experience	X		
Education and Qualifications (Desirable)	Formal qualification(s) in any relevant aspects of project management; UK HE international activity; refugee, migrant, or disaster relief support, in the UK and/or internationally.	X		
Knowledge (Essential)	Good understanding of issues facing Ukrainians due to current geopolitical conflict, in UK and in Ukraine. Effective knowledge of UK and Welsh Higher Education contexts. Effective understanding of relevant work of Universities UK International and Universities Wales Global.	X	X	X
Knowledge (Desirable)	Knowledge of Ukrainian Higher Education contexts Good understanding of Cardiff Metropolitan University vision and purpose, and ability to align the Project's design to deliver on these.	X	X	X
Skills and Abilities (Essential)	Excellent written and spoken communication skills in English; ability to tailor communications to diverse audiences; ability to break down and convey complex information.	X	X	X

	<p>Ability to manage complex projects across multiple internal and external functions and stakeholders.</p> <p>Ability to identify, develop and improve systems, processes & procedures.</p> <p>Excellent IT skills.</p> <p>Ability to handle confidential or sensitive information effectively.</p> <p>Excellent interpersonal skills and high levels of emotional intelligence, able to respond appropriately to individuals working in or fleeing geopolitical conflict.</p>			
Skills and Abilities (Desirable)	Effective written and spoken communication skills in Ukrainian and/or Ukrainian Russian		X	X
Experience Paid/Unpaid (Essential)	<p>Experience of developing and delivering projects with tangible outputs, outcomes or impacts</p> <p>Experience in line managing staff where you are motivating, supporting and directing staff to work to their best potential</p>	X	X	
Experience Paid/Unpaid (Desirable)	Experience delivering refugee, migrant or disaster relief support in the UK or internationally	X	X	
Other Requirements (Essential)		X		
Other Requirements (Desirable)	Ability to speak Welsh.		X	

*Please note that a criminal record may not necessarily be a bar to obtaining employment in Cardiff Metropolitan University. For further information on Disclosure and Barring Service (DBS, previously CRB) please go to <https://www.gov.uk/crb-criminal-records-bureau-check>