



威尔士华人协会 / Chinese In Wales Association / Cymdeithas Tsieiniaidd Yng Nghymru  
2nd Floor, Arts Wing, Swansea Grand Theatre, Singleton Street, Swansea, SA1 3QJ  
01792-469919 // info@chineseinwales.org.uk // www.chineseinwales.org.uk  
微信公众号：威尔士华人圈 // Facebook, Twitter, Wechat #Chineseinwales

<b>Job reference No.</b>	<b>V-F230801</b>
<b>Job Title:</b>	<b>PROJECT MANAGER</b>
<b>Employer:</b>	Chinese In Wales Association
<b>Location:</b>	Swansea head office and remote working, Wales wide travel if required
<b>Contract:</b>	Freelance contract for services September 2023 – July 2024
<b>Project:</b>	OUR STORIES – Collecting the oral histories of the Chinese community in Wales
<b>Fee:</b>	£160 per day, 120 days available during the length of the contract, details to be agreed
<b>Reporting to:</b>	CEO



## Job Description

### Job Purpose/Role Summary

We are seeking a highly organised and experienced Project Manager to oversee our Oral History Project. The Project Manager will be responsible for collaboratively developing and implementing project plans and coordinating with stakeholders to ensure a successful project completion. The chosen candidate should have experience conducting oral history research, content development, conducting interviews and exhibit a keen interest in history, culture and heritage.



### Key Responsibilities

- Work with the project team to develop and implement project plans, ensuring timelines, milestones and objectives are clearly defined, tracked, and met.
- Collaborate with stakeholders, such as partner institutions, funders, CIWA staff and community groups and individuals to identify and secure access for interviews, archival materials, and other project materials.
- Develop and implement recording and archiving protocols for the oral history project materials.
- Directly supervise project team and volunteers in content development and oversee their work in conducting interviews for the Oral History Project.
- Ensure all project deliverables adhere to ethical and legal responsibilities and conform with quality standards established.
- Manage and oversee project budgets, ensuring that all project costs are accounted for and that spending is within budget constraints.
- Perform constant monitoring and evaluation of project outcomes and make recommendations for improvement or adjustments.

Any other duties commensurate with the role.

### Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree or higher in a relevant field</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 2 years professional experience working in related fields of Arts, Heritage, Journalism, History, Cultural Studies, or equivalent field.</li> <li>• Proven experience as a project manager</li> </ul>	



	<ul style="list-style-type: none"> <li>● Experience of working on documentaries, digital media, or history projects and familiarity with documenting oral histories</li> <li>● Demonstrated experience in budget management and project evaluation</li> <li>● Experience of people management</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>● Strong knowledge of project management methodologies and tools</li> <li>● Strong understanding of the ethical considerations relevant to project design and execution</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge of Chinese culture</li> <li>● Knowledge of CIWA stakeholders including community groups, partner institutions and funders</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>● Strong leadership skills</li> <li>● Strong project management skills</li> <li>● Excellent written and verbal communication skills</li> <li>● Strong interpersonal skills with understanding of diverse ethnic community engagement</li> <li>● Demonstrated ability to work independently and as part of a team to achieve project goals</li> <li>● Ability to work collaboratively with internal and external stakeholders</li> <li>● Strong problem-solving and decision-making skills</li> </ul>	<ul style="list-style-type: none"> <li>● Excellent report writing and presentation skills</li> <li>● Fluency in Chinese languages (Mandarin or Cantonese)</li> </ul>



	<ul style="list-style-type: none"><li>● Strong organisational and time management skills</li><li>● Ability to manage budgets and timelines effectively</li></ul>	
<b>Attitude</b>	<ul style="list-style-type: none"><li>● Positive attitude with a can-do mindset</li><li>● Strong work ethic and ability to work under pressure</li><li>● Flexibility and adaptability to changing circumstances</li><li>● Cultural sensitivity and appreciation for diversity</li></ul>	

This job description and person specification is not exhaustive and serves only to highlight the main requirements of the post holder. The job description will be reviewed regularly and may be subject to change for the purpose of the funded project.

As an equal opportunities employer CIWA is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join CIWA.

We welcome applications from self-employed individuals interested in this role, and are open to discussing employment options including job sharing and being employed under the payroll. Please indicate your preference when applying for the role.

To apply, please email your CV and cover letter to [hr@chineseinwales.org.uk](mailto:hr@chineseinwales.org.uk)

**Closing Date for the application: 28th August 2023**



威尔士华人协会 / Chinese In Wales Association / Cymdeithas Tsieineaidd Yng Nghymru  
2nd Floor, Arts Wing, Swansea Grand Theatre, Singleton Street, Swansea, SA1 3QJ  
01792-469919 // info@chineseinwales.org.uk // www.chineseinwales.org.uk  
微信公众号：威尔士华人圈 // Facebook, Twitter, Wechat #Chineseinwales

<b>Cyfeirnod swydd Rhif</b>	<b>V-F230801</b>
<b>Teitl y Swydd :</b>	<b>RHEOLWR PROSIECT</b>
<b>Cyflogwr :</b>	Cymdeithas Tsieineaidd yng Nghymru
<b>Lleoliad :</b>	Prif swyddfa Abertawe a gweithio o bell, teithio ledled Cymru os oes angen
<b>Contract:</b>	Contract llawrydd ar gyfer cynnig gwasanaeth rhwng Medi 2023 – Gorffennaf 2024
<b>Prosiect:</b>	EIN STRAEON – Casglu hanesion llafar y gymuned Tsieineaidd yng Nghymru
<b>Ffi :</b>	£160 y diwrnod, 120 diwrnod ar gael yn ystod hyd y contract, manylion i'w cytuno
<b>Adrodd i :</b>	Prif Swyddog Gweithredol



## Disgrifiad Swydd

### Pwrpas y Swydd / Crynodeb o'r Rôl

Rydym yn chwilio am Reolwr Prosiect hynod drefnus a phrofiadol i oruchwylio ein Prosiect Hanes Llafar. Bydd y Rheolwr Prosiect yn gyfrifol am ddatblygu a gweithredu cynlluniau prosiect ar y cyd a chydgyssylltu â rhanddeiliaid i sicrhau bod y prosiect yn cael ei gwblhau'n llwyddiannus. Dylai fod gan yr ymgeisydd a ddewisir brofiad o gynnal ymchwil hanes llafar, datblygu cynnwys, cynnal cyfweiliadau a dangos diddordeb brwd mewn hanes, diwylliant a threftadaeth.



### Prif Ddyletswyddau

- Gweithio gyda thîm y prosiect i ddatblygu a gweithredu cynlluniau prosiect, gan sicrhau bod llinellau amser, cerrig milltir ac amcanion yn cael eu diffinio'n glir, eu holrhain a'u cyflawni.
- Cydweithio â rhanddeiliaid, megis sefydliadau partner, cyllidwyr, staff CIWA a grwpiau cymunedol ac unigolion i nodi a sicrhau mynediad ar gyfer cyfweiliadau, deunyddiau archifol, a deunyddiau prosiect eraill.
- Datblygu a gweithredu protocolau cofnodi ac archifo ar gyfer deunyddiau'r prosiect hanes llafar.
- Goruchwyllo yn uniongyrchol y tîm prosiect a gwirfoddolwyr wrth ddatblygu cynnwys a goruchwyllo eu gwaith yn cynnal cyfweiliadau ar gyfer y Prosiect Hanes Llafar.
- Sicrhau bod holl gyflawniadau'r prosiect yn cadw at gyfrifoldebau moesegol a chyfreithiol ac yn cydymffurfio â'r safonau ansawdd a sefydlwyd.
- Rheoli a goruchwyllo cyllidebau prosiectau, gan sicrhau bod holl gostau prosiect yn cael eu cyfrif a bod gwariant o fewn cyfyngiadau cyllidebol.
- Monitro a gwerthuso canlyniadau prosiect yn gyson a gwneud argymhellion ar gyfer gwelliant neu addasiadau.

Unrhyw ddyletswyddau eraill sy'n gymesur â'r rôl.

### Manyleb Person

	Hanfodol	Dymunol
<b>Cymwysterau</b>	<ul style="list-style-type: none"><li>● Gradd neu uwch mewn maes perthnasol</li></ul>	<ul style="list-style-type: none"><li>●</li></ul>
<b>Profiad</b>	<ul style="list-style-type: none"><li>● 2 flynedd o brofiad proffesiynol yn gweithio mewn meysydd cysylltiedig: y Celfyddydau, Treftadaeth, Newyddiaduraeth, Hanes,</li></ul>	<ul style="list-style-type: none"><li>●</li></ul>



	<p>Astudiaethau Diwylliannol, neu faes cyfatebol.</p> <ul style="list-style-type: none"> <li>● Profiad profedig fel rheolwr prosiect</li> <li>● Profiad o weithio ar raglenni dogfen, cyfryngau digidol, neu brosiectau hanes ac yn gyfarwydd â dogfennu hanesion llafar</li> <li>● Profiad amlwg o reoli cyllidebau a gwerthuso prosiectau</li> <li>● Profiad o reoli pobl</li> </ul>	
<b>Gwybodaeth</b>	<ul style="list-style-type: none"> <li>● Gwybodaeth gadarn o ddulliau ac offer rheoli prosiect</li> <li>● Dealltwriaeth gadarn o'r ystyriaethau moesegol sy'n berthnasol i ddylunio a gweithredu prosiectau</li> </ul>	<ul style="list-style-type: none"> <li>● Gwybodaeth am ddiwylliant Tsieineaidd</li> <li>● Gwybodaeth am randdeiliaid CIWA gan gynnwys grwpiau cymunedol, sefydliadau partner a chyllidwyr</li> </ul>
<b>Sgiliau</b>	<ul style="list-style-type: none"> <li>● Sgiliau arwain cryf</li> <li>● Sgiliau rheoli prosiect cryf</li> <li>● Sgiliau cyfathrebu ysgrifenedig a llafar rhagorol</li> <li>● Sgiliau rhyngpersonol cryf gyda dealltwriaeth o ymgysylltu â chymunedau ethnig amrywiol</li> <li>● Gallu amlwg i weithio'n annibynnol ac fel rhan o dîm i gyflawni nodau prosiect</li> <li>● Y gallu i gydweithio â rhanddeiliaid mewnol ac allanol</li> <li>● Sgiliau datrys problemau a gwneud penderfyniadau cryf</li> <li>● Sgiliau trefnu a rheoli amser cryf</li> </ul>	<ul style="list-style-type: none"> <li>● Sgiliau ysgrifennu adroddiadau a chyflwyno rhagorol</li> <li>● Rhuglder mewn ieithoedd Tsieinëeg (Mandarin neu Gantoneg)</li> </ul>



	<ul style="list-style-type: none"><li>● Y gallu i reoli cyllidebau a llinellau amser yn effeithiol</li></ul>	
<b>Agwedd</b>	<ul style="list-style-type: none"><li>● Agwedd gadarnhaol gyda meddylfryd 'gallu gwneud'</li><li>● Moeseg waith gref a'r gallu i weithio dan bwysau</li><li>● Hyblygrwydd a'r gallu i addasu i amgylchiadau sy'n newid</li><li>● Sensitifrwydd diwylliannol a gwerthfawrogiad o amrywiaeth</li></ul>	<ul style="list-style-type: none"><li>●</li></ul>

Nid yw'r disgrifiad swydd a manyleb y person yn hollgynhwysfawr - maent er mwyn amlygu prif ofnion deiliad y swydd. Bydd y disgrifiad swydd yn cael ei adolygu'n rheolaidd a gall fod yn destun newid at ddiben y prosiect a ariennir.

Fel cyflogwr cyfle cyfartal, mae CIWA wedi ymrwymo i drin yn gyfartal yr holl weithwyr presennol a darpar weithwyr ac nid yw'n cydoddef gwahaniaethu ar sail oedran, anabled, rhyw, cyfeiriadedd rhywiol, beichiogrwydd a mamolaeth, hil neu ethnigrwydd, crefydd neu gred, hunaniaeth o ran rhywedd, neu briodas a phartneriaeth sifil.

Ein nod yw cael gweithle amrywiol a chynhwysol ac rydym yn annog yn gryf ymgeiswyr â chymwysterau addas o ystod eang o gefndiroedd i wneud cais ac i ymuno â CIWA.

Rydym yn croesawu ceisiadau gan unigolion hunangyflogedig sydd â diddordeb yn y rôl hon, ac rydym yn barod i drafod opsiynau cyflogaeth gan gynnwys rhannu swydd a chael eich cyflogi o dan y gyflogres. Nodwch eich dewis wrth wneud cais am y rôl.

I wneud cais, e-bostiwch eich CV a llythyr eglurhaol i [hr@chineseinwales.org.uk](mailto:hr@chineseinwales.org.uk)

**Dyddiad cau ar gyfer ceisiadau: 28ain o Awst 2023**