



CYNNYDD



Job Description

- Job Title:** Cynnydd Project Coordinator
- Responsible To:** Assistant Manager Student Support: Wellbeing and Study Support
- Job Purpose:** To coordinate all elements of the Cynnydd Project to promote retention, attainment and progression for learners attending NPTC Group of Colleges who are most risk of becoming NEET (Not in Employment, Education or Training).

Principal Responsibilities

1. To work with the Assistant Principal: Student Support and Inclusion, Assistant Manager Wellbeing and Student Support, Curriculum Managers, Student Support and Senior Officer: Projects and Funding to ensure that all aspects of the project are effectively and efficiently delivered;
2. To coordinate and provide additional support to Principal Lecturers to ensure that learners receive sufficient, timely and appropriate support and guidance to ensure that they remain active on their individual programme of learning;
3. To monitor retention, attainment and progression across the Group in relation to project participants;
4. To liaise closely with the projects Wellbeing Officers to ensure that needs of vulnerable learners and young people in transition from school to NPTC Group of colleges are met;
5. To actively promote the Cynnydd project to key stakeholders, staff, learners and parents;
6. To be proactive in the development of all aspects of the project and its sustainability;
7. To coordinate the work of the Wellbeing Officers to ensure their intervention is eligible, timely, innovative and effective;
8. To undertake regular monitoring and evaluation of the project;
9. To attend the meeting of the regional project strategy/project group;
10. To supervise and coordinate the work of the Cynnydd Project Administrator;

11. To supervise and coordinate the work of the projects Quality and Monitoring officer in line with internal and external audit requirements;
12. To work closely with the Senior Officer: Projects and Funding to maintain records and tracking mechanisms in line with WEFO guidelines;
13. To produce management reports on project performance;
14. To work closely with Cynnydd partners; Neath Port Talbot County Borough Council (Youth Service) and Careers Wales;
15. To work closely with Cynnydd partners across the South West Wales region.

College Responsibilities

1. To actively promote the Diversity agenda within the College;
2. To promote and ensure safe working practices in line with Health and Safety requirements;
3. To take an active part in all College quality systems;
4. To contribute to and represent the overall visions and values of the College;
5. To comply with all College Information Security (IS) policies and procedures, attend relevant awareness training and to apply information security principles when dealing with staff and student information, in line with ISO standard 27001;
6. To comply with the General Data Protection Regulation (GDPR), Data Protection Act 2018 and any relevant statutory requirements when processing staff and student personal data or work related data, and in accordance with any guidance or Code of Practice issued by the College;
7. To adhere to all College policies and procedures;
8. To undertake professional development as required; and
9. To undertake other appropriate duties as required by the line manager.

It should be noted that this job description merely provides a resume of the main duties and responsibilities of the post and will be subject to periodic review in conjunction with your Line Manager and the Human Resources Manager which may lead to revisions in light of the operational requirements of the College.