**Job Description: Professional Service Positions**

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| **Faculty/Directorate/Service Area:** | Science and Engineering |
| **Job Title:** | Project Support Assistant – Maths Support Programme Wales |
| **Department/Subject:** | Mathematics |
| **Salary:** | Grade 4 |
| **Hours of work:** | 35 hours - This is fixed term position until 31 March 2028 |
| **Number of positions:** | *2 -* *one for South West and one for South Central/South East* |
| **Contract:** | One position will be based working from Bay Campus and the other will be based in Bay Campus and Cardiff University (at least 2 days per week in Cardiff). |
| **Location:** | Engineering and Science |

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| **Main Purpose of Post** | The Mathematics Support Programme (MSP) Wales is a Welsh Government funded initiative. It is a collaborative partnership of the universities of Aberystwyth, Bangor, Cardiff, Swansea and the University of South Wales, and is supported by Mathematics in Education and Industry (MEI).  The programme is pan Wales with centres across the country which deliver a wide range of events and activities throughout the year to students and teachers as well as creating free resources and training. Events, targeted at ages 5-18, are aimed at increasing knowledge and inspiring students to enjoy Mathematics and to continue to study post 16. The programme delivers professional learning events and on demand courses to teachers. All materials are bilingual and all linked to the WJEC curriculum for years 3-13.  1. . To be a proactive member of the team participating in all strands of the project and working closely with the Project officer to provide administrative support to the Area Coordinators and the Programme PI.  2. To organise and advertise, through email and social media, enrichment activities for students and professional learning for teachers. Preparation and distribution of support materials created by Area Coordinators and tutors.  3. To organise and collate documentation and storage of data.  4. To follow University procedures for data protection, GDPR, safeguarding etc.  5. Data entry and analysis  6. Production and inputting of feedback from events  7. To manage and coordinate event days including resolving problems.  8. To create and maintain registration spreadsheets and databases of school contact details.  9. Update and monitor participation, uptake and attendance.  10. Create and maintain electronic files and folders for all translated materials and distribute as necessary.  12. To follow MSPW procedures for organising and managing events.  13. To communicate effectively with all team members, university partners, schools, FE colleges and other stakeholders.  14. Occasionally some evening and weekend work may be required for which time off in lieu will be given |
| **General Duties** | 15. To fully engage with the University’s Performance Enabling and Welsh language policies  16. To promote equality and diversity in working practices and to maintain positive working relationships.  17.To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture.  18.Any other duties as agreed by the Faculty / Directorate / Service Area.  19.To ensure that risk management is an integral part of your day to day activities to ensure working practices are compliant with the University's Risk Management Policy. |
| **Professional Services Values** | All Professional Services areas at Swansea University operate to a defined set of Core Values - [Professional Services Values](https://www.swansea.ac.uk/the-university/values/professional-services-values/) and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.  **We are Professional** We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality.  **We Work Together**          We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.  **We Care** We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience.  Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. |
| **Person Specification** | **Essential Criteria:**  **Values:**   * Demonstrable evidence of taking pride in delivering professional services and solutions * Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers. * Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience   Qualification:  Educated to GCSE level or equivalent plus hold grade C in Maths and English at GCSE; or demonstrate equivalent work experience  Experience:  - Experience of organising events and activities  - Experience of working with young people and children and understanding of safeguarding.  -Experience of understanding financial procedures and regulations and applying such within the work environment  -Evidence of providing a professional, efficient, customer focused service: demonstrating how outcomes have been delivered on time and to the agreed level.  -Evidence of working as part of a team to deliver agreed actions to ensure that the outcomes have been delivered to the required standard and agreed timescales.  -Proven ability to manage a large volume of work, to a high degree of accuracy and the ability to maintain accurate data, records and systems.  - Proven ability of using Microsoft Office, Word Press and of using social media as tool for marketing  -Experience of using databases  - Experience of contributing to funder reports including collating feedback and data.  Knowledge and Skills:  -Excellent IT skills – particularly skilled at using Excel as a tool for synthesizing and extracting data to contribute to reports.  - Skilled in creating/updating webpages  -Excellent organisational skills and the ability to work independently using own initiative, multi-task to achieve deadlines, be adaptable and work well under pressure.  -Evidence of working with others to complete tasks, deliver a consistent approach to achieving quality targets and outcomes.  -Attention to detail and good numeracy and literacy skills  -Excellent communication skills, both verbal and written and ability to present information in a clear and accurate manner.  - Keen interest in Mathematics  Desirable Criteria:  1. Ability to communicate in Welsh |
| **Welsh Language Level** | Level 1 – ‘a little’ - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.  For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](https://www.swansea.ac.uk/welsh-language-standards/compliance/recruitment/). |
| **Additional Information** | Informal enquiries:  Claire Musselwhite c.e.musselwhite@swansea.ac.uk 01792 606609  Closing date: 22 June 2025  Shortlisting Date: 23 June 2025  Interview date: 30 June 2025  This role requires an enhanced DBS check as the role will be working with children and young people. |

  