


Job Title: Community Schemes Manager (Môn)	Location: Llangefni / Hybrid	
Accountable to: Menter Môn Projects Director	Responsible for: Staff and funding	Salary Range: £38,843 - £48,175
Main purpose of the Job: Implementing the duties of a direct line manager for staff and providing guidance to provide projects in the linguistic and community field through various sources of funding, this will include working towards the goal of ensuring that Anglesey remains a stronghold for the Welsh language.		
Responsibilities;	Skills / Experience	
Main Duties: <ul style="list-style-type: none"> • Draw up, implement and monitor strategic documents, including Corporate Plan, Action Plan (and work plans), and any other documents for funders and supporters. • Ensure that the team's work is in line with the Government's strategies, and that it contributes to and influences the aims and objectives at local, regional, and national level. • Take full responsibility for Menter Iaith and ensure contact with all relevant community plans and ensure a good relationship with the Mentrau's national network. • Meeting with representatives from Welsh Government, Local Government, Welsh language promotion partners, schools, Colleges, and other organisations to identify opportunities for constant collaboration and extend the reach and impact of the work. • Report back to funders on progress and achievements regularly and to a high standard. • Allocate resources to implement plans, and responsibility for attracting funding to continuously develop and expand the team's work. 	Essential: <ul style="list-style-type: none"> • Ability to plan strategically • The ability to lead and inspire colleagues • Experience of managing people / team. • Excellent interpersonal and communication skills including the ability to communicate effectively with a wide range of audiences • The ability to communicate fluently in Welsh and English in various situations including challenging ones • The ability to write in Welsh and English • Experience of working in a sensitive, positive, and inclusive manner • Experience of coordinating and conducting activities • Experience of collaborating with the community and in partnership with other organisations • The ability to plan and lead a team • Experience of working in one or more of the following fields: The Welsh language, the arts, digital field, economic development, community development. • Experience of realising plans from various sources of funding (Lottery / Welsh Government, Local Government) 	

<ul style="list-style-type: none"> • Responsibility and supervision of the fiscal management of various community projects, identifying risks, and ensuring that best use is made of funds. • Maintain an effective working relationship with key partners, both financiers and practical partners – and work proactively to create new partnerships. • Ensure that there are opportunities for staff to develop and receive training relevant to their job. • Ensure that the team's work has a visible and positive public profile. • Responsibility for the Health and Safety of staff, members and volunteers ensuring that the company's systems are followed to protect everyone. <p>Representing the Company: The post holder will be a proud representative of the Menter Môn company and work proactively to ensure a good reputation for the Company.</p>	<p>Desirable:</p> <ul style="list-style-type: none"> • Experience of drawing up grant/sponsorship applications <p>Qualifications</p> <p>Essential:</p> <ul style="list-style-type: none"> • Experience of working in community / linguistic project management <p>Desirable:</p> <ul style="list-style-type: none"> • A degree level qualification in a relevant subject • Management qualification <p>Other</p> <p>Essential:</p> <ul style="list-style-type: none"> • Current driving licence / ability to travel as required • The ability to communicate confidently through the medium of Welsh and English • The ability to work unsocial hours from time to time
	<p>Personal Characteristics</p> <p>Essential:</p> <ul style="list-style-type: none"> • Good people skills • Responsible • Organised • Flexible • Able to persuade, influence and inspire others • Enthusiasm and motivation • Sensitive • Confident