



Operations & Programme Coordinator

JOB DESCRIPTION

- Employed by:** Welsh Centre for International Affairs (WCIA)
- Responsible to:** Head of Movement Building & Head of Climate Cymru
- Salary and pension:** £36,154 pro-rata
- Automatic enrolment into our pension scheme and the WCIA will match your contribution up to a maximum of 5% of your gross salary (minimum 4%)
- Employment terms:** This is a 12-month fixed-term contract.
- The intention is for this role to continue beyond the end of this period, pending securing future funding.
- Base:** Remote working with the option for office/hybrid work at WCIA, Temple of Peace, Cardiff.
- Hours:** 2 days per week (14.8hrs)
Flexible working and TOIL policy in place. An optional opportunity for additional hours is likely pending news on additional funding.
- Leave allowance:** 36 days, including bank holidays, pro rata.
- Travel:** If required to travel for work, expenses will be provided.

About Climate Cymru & WCIA

Climate Cymru (<https://climate.cymru/>) is a movement of thousands of individuals and a network of over 420 organisations from all sectors in Wales, brought together by shared values and a recognition that the climate and nature emergencies require urgent, fair action. We believe that action should be guided by science and the voices of people across Wales.



Climate Cymru is hosted by the Welsh Centre for International Affairs (WCIA). WCIA is a charity that inspires people in Wales to learn about and take action on global issues. WCIA's vision is that everyone in Wales contributes to creating a fairer and more peaceful world.

Climate Cymru is impact-focused and a powerful vehicle for change in Welsh society. We do this by:

- Putting pressure on those with power to take concrete action
- Engaging productively with the Welsh Government
- Making sure voices from across Wales are heard and represented
- Inspiring and connecting our network
- Amplifying and accelerating our partners' work
- Sharing important information and opportunities with our network and the wider public
- Learning from society in Wales, and beyond
- Building broad public support for action
- Representing Welsh voices and organisations nationally and internationally

Summary of Role

The Operations & Programme Coordinator will support the effective running of Climate Cymru by coordinating the systems, processes and practical arrangements that enable the largely remote-working team and its projects to operate smoothly. The role will focus on ensuring that projects are set up clearly, staff and partners are well supported, and key actions, reporting and communications happen reliably and on time.

Working closely with the Head of Climate Cymru and the wider team, the postholder will help organise meetings, recruitment and onboarding processes, project administration and internal communications. By providing consistent operational coordination across multiple projects and funding streams, the role will reduce the day-to-day organisational burden on senior staff and enable greater focus on strategy, relationships and external engagement.

This is an opportunity to play a central part in a dynamic and high-impact work, sitting at the heart of the climate movement in Wales and gain insight into how a collaborative, multi-partner organisation operates in practice.

Specific responsibilities for this role include:

Project & programme coordination

- Coordinate the setup of new projects, including shared systems, documentation and reporting timelines.

- Ensure roles, responsibilities and expectations are clearly communicated across the team.
- Support project leads to understand and follow organisational processes and funder requirements.
- Maintain oversight of project timelines and flag emerging issues or risks.

Team operations & meetings

- Organise and coordinate team meetings, monthly team days and planning sessions (online and in-person).
- Prepare agendas and supporting materials and circulate relevant information.
- Record actions and follow up with staff to ensure agreed tasks are completed.
- Maintain shared calendar and internal documentation.

Recruitment & onboarding

- Coordinate recruitment processes, including scheduling, communication with applicants and interview arrangements.
- Support the preparation of recruitment materials and documentation.
- Run structured onboarding processes for new staff, contractors and volunteers, including access to systems, meetings and key information.
- Support line managers to deliver consistent inductions.

Systems, processes & organisational support

- Maintain shared systems and support staff to use organisational tools and digital platforms.
- Help apply and improve internal processes, templates and ways of working.
- Provide basic, practical and technical support to staff where required.
- Support internal communication and information flow across projects and teams.

Reporting & grant process support

- Liaise with finance colleagues and the Head of Climate Cymru about documentation and invoicing processes.
- Ensure project leads are familiar with funding guidelines, including key dates, requirements and restrictions.

Other

- Undertake other relevant duties as delegated by the Head of Climate Cymru or Network Coordinator



Person Specification

Applicants must demonstrate the following attributes by linking them with relevant experiences and achievements in the job application statement.

Essential requirements

The successful candidate will:

- Demonstrate an understanding of, and commitment to, Climate Cymru's mission and values.
- Treat people fairly and with dignity and respect, and support participation from people of all backgrounds, including those who have had fewer opportunities to engage.
- Demonstrate excellent organisational skills, with the ability to manage multiple tasks, deadlines and workstreams simultaneously.
- Be highly ICT literate and able to quickly learn and confidently use new systems and digital tools (e.g. shared drives, calendars, CRM systems and online meeting and messaging platforms).
- Communicate clearly and professionally with a wide range of audiences, ensuring information is understood and acted upon.
- Work proactively and take initiative, identifying needs and resolving routine issues without close supervision.
- Show strong attention to detail and the ability to follow processes accurately and consistently.
- Deliver reliable, high-quality work within agreed timescales and follow tasks through to completion.
- Ability to self motivate and thrive in a largely remote working team environment.
- Exercise sound judgement, including knowing when to act independently and when to seek guidance.
- Coordinate activities across a team, allocating and tracking actions and ensuring agreed tasks are completed by others.

Desirable attributes

- Experience of coordinating projects, programmes, events or organisational processes involving multiple stakeholders.
- Knowledge of issues connected to Climate Cymru's work (e.g. climate and nature crises, climate justice and social justice).
- Experience working with structured requirements, reporting deadlines or compliance processes (e.g. grant reporting, monitoring & evaluation, governance, contracts or similar).
- Experience of supporting recruitment and onboarding new staff.



- Line management experience
- Ability to speak and write Welsh.

Application Process

- All applicants must complete the official WCIA Application for Employment form, available [here](#).
- We will only accept application forms, not CVs or covering letters – please make sure you explain, with examples, how you have all the essential criteria in your application.
- All applicants should complete the Equal Opportunities form. Please note, this is separated from your application form upon receipt and not shared with the shortlisting or interview panel.
- Please submit your application by email to centre@wcia.org.uk - if you do not have access to email, you can send a paper application to the address given on the application form. Please get in touch if you have any other access requirements in order to submit an application.
- The deadline for receipt of applications is 3pm on 18th March 2026.
- We will send an email acknowledgement to all applicants. If you do not receive an acknowledgement before the deadline, please contact us. We cannot be held responsible for applications that do not reach us or that arrive after the deadline.
- The WCIA operates name-free recruitment. The recruiting panel will not see personal information such as a candidate's name and address during the sifting process. This policy is in line with our commitment to end bias and promote equality and diversity.
- If you are shortlisted for an interview, we will contact you directly via email.
- If you have an impairment or health condition or use British Sign Language and need to discuss reasonable adjustments for any part of this recruitment process, or wish to discuss how we will support you if you were to be successful, please email centre@wcia.org.uk as soon as possible, and a member of the team will contact you to discuss your concerns and requirements.
- No references will be taken up until a provisional offer of employment has been made.
- Unsuccessful applicants will be informed by email.