

TUAIRISGEAL OBRACH

Tìotal na h-Obrach:	Co-òrdanaiche Cùrsaichean Goirid Gàidhlig (Teirm Stèidhichte 1 Bliadhna)	Aontaichte le:	ELT
Neach-dreuchd:	Falamh		
Cunntas Gu:	An t-Oll Micheal Mac a' Ghobhainn	Ceann-latha	
Ìre:	£28,453-29,753 (A bharrachd air, Cuibhreann nan Eilean fad às - ma tha sin iomchaidh)	Àite:	UHI TIIG - làrach air a cho-rèiteachadh

ADHBHAR

Bheir an neach-dreuchd taic do bhuileachadh Ro-innleachd Ghàidhlig OGE a Tuath, an Iar Is Innse Gall 2024-2029 agus amasan ro-innleachdail Plana Gàidhlig 2024-2029 gus cànan is cultar na Gàidhlig a neartachadh an dà chuid ann an coimhearsnachdan traidiseanta agus didseatach. Bidh an neach-dreuchd na bhall sgioba cudromach ann a bhith a' comharrachadh mhargaidhean, a' fastadh oileanaich agus a' toirt taic do thagraichean bho iarrtas gu clàradh. Bheir an neach-dreuchd taic do luchd-obrach a' Churraicealaim gus dèanamh cinnteach gu bheil oidean lìbhrigidh air an sònrachadh airson gach cùrsa goirid.

A' toirt cunntas do Mhanaidsear a' Churraicealaim – Daonnachdan, Saidheansan Sòisealta Gnìomhaichte agus Gàidhlig, bidh uallach air an neach san dreuchd airson raon de ghnìomhan agus obraichidh an neach gu sùbailte le Sgioba Curraicealaim na Gàidhlig agus an Oifigear Gàidhlig.

PRÌOMH RAOINTEAN

Bidh an neach-dreuchd cunntachail airson a bhith:

- A' dèanamh cinnteach gu bheil clàran oileanach air fad air an cumail airson adhbharan sgrùdaidh agus cunntachalachd.
- A' comharrachadh buidhnean oileanach a dh'fhaodadh a bhith ann bho na roinnean gnìomhachais, poblach agus saor-thoileach san raon.
- A' comharrachadh luchd-teagaisg a dh'fhaodadh a bhith ann bhon bhanca/liosta solair gus coinneachadh ri feumalachdan ionnsachaidh is teagaisg gach buidheann a chaidh fhasadh.
- A' conaltradh ri oileanaich a' nochdadh ùidh anns na cùrsaichean goirid againn agus a' dèanamh cinnteach gu bheil tagraichean soirbheachail a' clàradh ann an deagh àm agus a' faighinn cothrom air na clàran-ama aca.
- Ag obair ann an co-obrachadh leis an Oifigear Gàidhlig ann a bhith a' leasachadh agus a' libhrigeadh nam prìomhachasan agus gnìomhan ro-innleachdail a tha sa phlana Ghàidhlig

DLEASTANASAN AGUS UALLAICHEAN

Tha na dleastanasan agus na h-uallaichean a leanas ag amas air sealladh farsaing a thoirt air na diofar ghnìomhan a dh'fhaodadh iarraidh air an neach-dreuchd a bhith an sàs ann.

Bu chòir a thoirt fa-near nach e liosta iomlan de ghnìomhachd a th' ann an tuairisgeul obrach, agus dh'fhaodadh gun tèid iarraidh air luchd-obrach dleastanasan eile a choileanadh a tha co-chosmhail ri ìre na dreuchd. Faodar an tuairisgeul obrach atharrachadh cuideachd gus sùim a ghabhail de shuidheachaidhean a tha air atharrachadh, agus thèid co-chomhairle a chumail ri luchd-obrach nuair a bhios feum air.

- Dèan cinnteach gu bheil luchd-teagaisg agus oileanaich Gàidhlig sa choimhearsnachd a' faighinn taic comasach is èifeachdach.
- Dèan cinnteach gu bheil luchd-teagaisg agus oileanaich a' faighinn goireasan teagaisg àrd-inbhe, clàran-ama chlasaichean, clàran agus foirmean measaidh.
- Cumail suas agus a' faighinn cothrom air goireasan teagaisg àrd-inbhe a dh'fheumar airson teagasg agus ionnsachadh èifeachdach.
- Comharraich raointean air a' Ghàidhealtachd is sna h-Eileanan far an tèid clasaichean ionnsachadh Gàidhlig a stèidheachadh, a' gabhail a-steach Sgoiltean Ràitheil.
- Ann an co-bhoinn ri luchd-obrach curraicealaim na Gàidhlig a' fastadh oidean coimhearsnachd Gàidhlig.
- Co-òrdanachadh le sgioba Margaidheachd OGE a Tuath, an Iar is Innse Gall gus cùrsaichean goirid Gàidhlig a bhrosnachadh, gu sònraichte ann an co-theacsa coimhearsnachd.
- Co-òrdanachadh le prìomh luchd-obrach Co-cheangailte agus coimhearsnachdan ionadail gus togalaichean a chomharrachadh airson lìbhrigeadh chùrsaichean goirid, a' dèanamh cinnteach gu bheil fianais air riatanasan Slàinte is Sàbhailteachd OGE a Tuath, an Iar is Innse Gall.
- Dèan conaltradh le buidhnean agus buidhnean bhon taobh a-muigh mar a dh'fheumar, a' stèidheachadh dàimhean obrach math leotha.
- Comharrachadh chothroman airson obair com-pàirteachais an dà chuid taobh a-staigh na Gàidhealtachd is nan Eilean agus thairis air lìonra UHI gus amasan ro-innleachdail agus cinn-uidhe ro-innleachd Gàidhlig OGE a Tuath, an Iar is an Iar agus a' Phlana Ghàidhlig a thoirt air adhart a thaobh solar chùrsaichean goirid Gàidhlig.
- Cùm clàran cearta.
- Frithealadh, com-pàirteachadh agus cur ri coinneamhan luchd-obrach iomchaidh gu cunbhalach.
- Cur ri aithisgean sgrùdaidh mar a dh'fheumas an neach-maoineachaidh.
- Thoir seachad aithisgean adhartais is dèanadais sgrìobhte gu cunbhalach do Bhuidheann Buileachaidh a' Phlana Ghàidhlig.

COITCHEANN

- A' cur gu for-ghnìomhach ri do leasachadh pearsanta fhèin agus a' toirt taic do sheasmhachd nas fharsainge UHI a Tuath, an Iar is Innse Gall;
- A' cur ri amasan gnàth-shìde, bith-iomadachd agus seasmhachd UHI, a' gabhail a-steach neoni-lìn ro 2040;
- Dèanamh cinnteach à cunbhalachd agus co-ionannachd fad na h-ùine;
- Dèanamh cinnteach gu bheilear a' cumail ri riathanasan dìon dàta agus a h-uile poileasaidh colaiste mar a dh'fheumar, a' gabhail a-steach uallach iomchaidh airson dèanamh cinnteach às an t-slàinte is sàbhailteachd aca fhèin agus dhaoine eile;
- Ag obair còmhla ri co-obraichean gus dèanamh cinnteach gum bi fòcas agus dòigh-obrach iomlan na colaiste ann

CO-THEACSA

Tha feum aig an dreuchd air conaltradh cudromach leis an sgioba curraicealaim Ghàidhlig air an taobh a-staigh, luchd-obrach an ionaid ionnsachaidh agus oileanaich. Bu chòir don neach-dreuchd a bhith:

- Fileanta ann an Gàidhlig agus Beurla le sàr sgilean labhairteach agus sgrìobhte anns gach cuid
- Air oideachadh gu HND no nas àirde ann an Gàidhlig no raon cuspair iomchaidh
- Sgilean IT math agus eòlas air àrd-ùrlaran air-loidhne

Tha an dreuchd a' cur feum air ìre àrd de ghnìomhachd agus sgilean eagrachaidh làidir cho math ri comas conaltradh le luchd-obrach aig gach ìre ann an OGE a Tuath, an Iar is Innse Gall agus buidhnean is com-pàirtichean bhon taobh a-muigh. Bhiodh e na bhuannachd eòlas air obair com-pàirteachais agus ullachadh iarrtasan maoineachaidh.

SÒNRACHADH AN NEACH

Slatan-tomhais	Riathanach	Ion-mhiannaichte
Teisteanasan	<ul style="list-style-type: none"> Bu chòir do thagraichean a bhith air an oideachadh gu HND no ìre ceuma ann an Gàidhlig no cuspair iomchaidh 	
Eòlas	<ul style="list-style-type: none"> Eòlas ann an dreuchd taic rianachd Sgilean IT sàr-mhath, eòlas dearbhte air cleachdadh Microsoft Office a' gabhail a-steach. Word, Publisher Eòlas air pasganan meadhanan sòisealta agus an cleachdadh airson adhbharan margaidheachd Comas air susbaint tarraingeach agus iomchaidh a chruthachadh airson adhartachadh cùrsa lìn, meadhanan sòisealta agus fòn Eòlas air a bhith a' co-òrdanachadh thachartasan 	<ul style="list-style-type: none"> Teagasg agus/no eòlas san roinn Ionnsachadh Inbheach Eòlas air deasachadh agus luchdachadh suas susbaint bhidio/meadhanan sìmplidh airson a chleachdadh air YouTube agus meadhanan sòisealta Comas conaltradh le buidhnean air a' fòn agus gnìomhachas a chruthachadh Comas iomairtean margaidheachd a chuireadh stèidhichte air mion-sgrùdadh lìn agus meadhanan sòisealta Eòlas air ullachadh iarrtasan maoinachaidh
Eòlas & Sgilean	<ul style="list-style-type: none"> Comas conaltradh èifeachdach sa Ghàidhlig – sgilean labhairteach agus sgrìobhte Sgilean IT a bhuineas do nàdar na dreuchd, gu sònraichte a thaobh rianachd èifeachdach agus stiùireadh ghoireasan Comas dèiligeadh ri prìomhachasan a tha ag atharrachadh gu luath agus coinneachadh ri cinn-ama teann Comas conaltradh math a dhèanamh air feadh na colaiste agus le pàrtaidhean bhon taobh a-muigh Sgilean eagrachaidh sàr-mhath Comas a bhith ag obair taobh a-staigh bhuidseatan stèidhichte Comas a bhith ag obair air an ceann fhèin agus mar phàirt de sgioba. 	<ul style="list-style-type: none"> Misneachd ann an cleachdadh innealan margaidheachd didseatach agus tagraidhean air-loidhne

Feartan Pearsanta	<ul style="list-style-type: none">• Fileanta sa Ghàidhlig• Fèin-bhrosnaichte le comas air daoine eile a bhrosnachadh• Comas a bhith ag obair mar bhall sgioba èifeachdach• Biodh dòigh-obrach agad a tha stèidhichte air fuasgladh airson suidheachaidhean a stiùireadh• Comas uallach a ghabhail agus obrachadh gu neo-eisimeileach• Comas air cinn-latha a choileanadh	
Eile	<ul style="list-style-type: none">• Cead dràibhidh glan• A bhith deònach uairean sùbailte obrachadh nuair a bhios feum air gus coinneachadh ri riatanasan na dreuchd• A bhith deònach siubhal gu cunbhalach air gnothaichean na colaiste, eadar ionadan UHI, mar a dh'fheumar• Dealas taic a thoirt do choileanadh amasan Poileasaidh agus Ro-innleachd Seasmhachd UHI 2023-30	

Uairean obrach	Tha an dreuchd seo airson 14 uairean san t-seachdain, ach dh'fhaodadh gun tèid iarraidh ort uairean a bharrachd obrachadh gus coinneachadh ri riathanasan seirbheis. Is e an t-seachdain obrach làn-ùine àbhaisteach aon de 35 uairean.
Fad	Is e dreuchd pàirt-ùine, teirm-shuidhichte a tha seo.
Tuarastal	(CO-ÒRDANAICHE CÙRSA GOIRID) Tha an tuarastal airson na dreuchd seo air Puingean Sgèile Taic 15-18 (£28,453-£29,753 sa bhliadhna) pro-rata Cuibhreann Eileanan a bharrachd.
Saor-làithean	(LUCHD-TAIC) 33 latha ann am bliadhna slàn agus 12 saor-làithean poblach/coitcheann, pro-rata airson luchd-obrach pàirt-ùine.
Àite	Bidh an dreuchd stèidhichte sa mhòr-chuid air Àrainn Steòrnabhaigh, ach dh'fhaodadh gum feum thu a bhith ag obair ann an àrainn sam bith aig UHI a Tuath, an Iar is Innse Gall.
Peinnean	(LUCHD-TAIC) Bidh tu air do chlàradh le cùmhnant ann an Sgeama Peinnein an Riaghaltais Ionadail. Gheibhear tuilleadh fiosrachaidh nuair a thèid do shuidheachadh san dreuchd.
Tùsan / Measadh Meidigeach / Sgrùdadh PVG	Airson tagraichean bhon taobh a-muigh bidh fastadh an urra ri teisteanasan agus sgrùdadh PVG, a thèid a ghabhail às dèidh tairgse a bhith air a dhèanamh.

Tha OGE a Tuath, an Iar is Innse Gall, fastaiche co-ionannachd chothroman, na charthannas clàraichte a tha ann gus foghlam adhartach is àrd-ìre a sholarachadh.



JOB DESCRIPTION

Job Title:	Gaelic Short-Course Coordinator (Fixed Term 1 Year)	Approved By:	ELT
Job Holder:	Vacant		
Report To:	Dr Michael Smith	Date:	02.12.2024
Grade:	£28,453-29,753 (Plus, Distant Islands Allowance - if applicable)	Location:	UHI NWH - site negotiable

PURPOSE

The post holder will support the implementation the UHI North, West and Hebrides Gaelic Strategy 2024-2029 and Gaelic Language Plan 2024-2029 strategic aims and objectives to strengthen Gaelic language and culture within both traditional and digital communities. The post holder will be an important team member in identifying markets, recruiting students and supporting applicants from enquiry to enrolment. The post holder will support the Curriculum staff to ensure delivery instructors are assigned to all short course provision.

Reporting to the Curriculum Manager – Humanities, Applied Social Sciences and Gaelic, the post holder will be responsible for a range of tasks and will work flexibly with the Gaelic Curriculum Team and the Gaelic Officer.

KEY AREAS

The post holder will be accountable for:

- Ensuring all student records are maintained for purposes of audit and accountability.
- Identifying potential student cohorts from the business, public and voluntary sectors in the region.
- Identifying potential instructors from the bank/supply list to meet the learning and teaching needs of each cohort recruited.
- Communicating with students expressing an interest in our short courses and ensuring successful applicants enrol in a timely manner and access their timetables.
- Working in collaboration with the Gaelic Officer in the development and delivery of the strategic priorities and actions contained in the Gaelic language plan

DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake.

It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the level of the post. The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary.

- Ensure Gaelic community-based instructors and students are effectively and efficiently supported.
- Ensure instructors and students are in receipt of high-quality teaching resources, class timetables, registers and evaluation forms.
- Maintain and access high quality teaching resources needed for effective teaching and learning.
- Identify areas within the Highlands and Islands in which to set up Gaelic language learning classes, including Seasonal Schools.
- In conjunction with Gaelic curriculum staff recruit Gaelic community instructors.
- Coordinate with UHI North, West and Hebrides Marketing team to promote Gaelic short courses, particularly within a community context.
- Coordinate with Engagement Lead staff and local communities to identify premises for delivery of short courses, ensuring UHI North, West and Hebrides Health and Safety requirements are evidenced.
- Liaise with external agencies and bodies as and when required, establishing positive working relationships with them.
- Identify opportunities for partnership working both within the Highlands and Islands and across the UHI network to further the strategic aims and objectives of UHI North, West and Hebrides Gaelic Strategy and Gaelic Language Plan in relation to Gaelic short course provision.
- Maintain accurate records.
- Attend, participate and contribute to appropriate staff meetings on a regular basis.
- Contribute to monitoring reports as required by funder.
- Provide regular written progress and performance reports to the Gaelic Language Plan Implementation Group.

GENERAL

- Proactively contribute to own personal development and supporting the wider sustainability of UHI North, West and Hebrides;
- Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040;
- Ensure consistency and equality at all times;
- Ensure compliance with data protection requirements and all college policies as required, including appropriate responsibility to ensure the health and safety of self and others;
- Work collaboratively with colleagues to ensure a whole college focus and approach

CONTEXT

The post requires significant interface with the internal Gaelic curriculum team, learning centre staff and students. The post holder should be:

- Fluent in Gaelic and English with excellent oral and written skills in both
- Educated to HND or above in Gaelic or a relevant subject area
- Possess good IT skills and familiarity with online platforms

The role requires a high level of proactivity and strong organisational skills as well as an ability to engage with staff at all levels in UHI North, West and Hebrides and external bodies and partners. Experience of partnership working and preparing funding applications would be advantageous.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications	Candidates should be educated to HND or degree level in Gaelic or a relevant subject area	
Experience	<ul style="list-style-type: none"> • Experience in an administrative support role • Excellent IT skills, proven experience of using Microsoft Office suite incl. Word, Publisher • Experience of social media packages and their uses for marketing purposes • Ability to create engaging and appropriate content for web, social media and telephone-based course promotion • Experience of co-ordinating events 	<ul style="list-style-type: none"> • Teaching and/or Adult Learning sector experience • Experience of editing and uploading simple video/media content for use on YouTube and social media • Ability to engage with organisations over the telephone and generate business • Ability to focus marketing campaigns based on web and social media analytics • Experience of preparing funding applications
Knowledge & Skills	<ul style="list-style-type: none"> • Ability to communicate effectively in Gaelic – oral and written skills • IT skills relevant to the nature of the post, especially in relation to efficient administration and resource management • Ability to deal with rapidly changing priorities and meet tight deadlines • Ability to communicate well across the college and with external parties • Excellent organisational skills • Ability to work within set budgets • Ability to work independently and as part of a team. 	<ul style="list-style-type: none"> • Confidence in use of digital marketing tools and online applications



Personal Qualities	<ul style="list-style-type: none">• Fluent Gaelic speaker• Self-motivated with the ability to enthuse others• Ability to work as an effective team member• Have a solution orientated approach to managing situations• Ability to take responsibility and work independently• Possess an ability to meet deadlines	
Other	<ul style="list-style-type: none">• Clean driving licence• Be willing to work flexible hours when necessary to meet requirements of the post• Be willing to regularly travel on college business, between UHI centres, as required• Commitment to support the achievement of UHI's Sustainability Policy and Strategy 2023-30 objectives	

KEY TERMS AND CONDITIONS OF EMPLOYMENT

Hours of Work	This post is for 14 hours per week, but you may be required to work additional hours to meet service requirements. The normal full-time working week is one of 35 hours.
Duration	This a part-time, fixed-term post.
Salary	(SHORT COURSE COORDINATOR) The salary for this post is on Support Scale Points 15-18 (£28,453-£29,753 per annum) pro-rata Plus Islands Allowance.
Holidays	(SUPPORT STAFF) 33 days in a full year plus 12 public/general holidays, pro-rata for part-time workers.
Location	The position will be based primarily at our Stornoway Campus, but you may be required to work in any campus of UHI North, West and Hebrides.
Pension	(SUPPORT STAFF) You will be contractually enrolled into the Local Government Superannuation Scheme. Further details are available upon appointment.
References/ Medical Assessment/ PVG Check	For external candidates' appointment will be subject to references and a PVG check, which will be taken up after an offer has been made.

UHI North, West and Hebrides, an equal opportunities employer, is a registered charity which exists to provide Further and Higher education.

