

Gwireddu Network Manager

JOB DESCRIPTION

Employed by:	Cymru Global
Responsible to:	Academi Heddwch Cymru Project Manager
Salary and pension:	£32,908 per annum pro rata Automatic enrolment into our pension scheme and Cymru Global will match your contribution up to a maximum of 5% of your gross salary (minimum 4%)
Employment terms:	Part-time, fixed term to the end of March 2027, with a three-month probationary period
Base:	Home based/office based in Temple of Peace & Health in Cardiff or hybrid working
Hours:	1.5 days per week (we work flexibly at Cymru Global, and we're open to discussion with the candidate regarding flexible working arrangements)
Leave allowance:	36 days including bank holidays pro rata

About Cymru Global

Cymru Global connects the people of Cymru to each other and the world, to help shape a fair, peaceful and healthy planet. From our legacy of over 100 years, we learn from the past to help make a better future. Through connecting, knowledge-sharing and active hope, we're building a community of global citizens who use local action to create a just world.

We are committed to increasing diversity in Cymru Global, removing barriers and supporting all our staff to reach their potential. Cymru Global values diversity, promotes equality and challenges discrimination. We welcome and encourage applications from people of all backgrounds.

Academi Heddwch Cymru

Academi Heddwch Cymru is Wales's peace institute hosted by Cymru Global. Through research, education and engagement, Academi Heddwch helps people contribute to a fair, just and non-violent future.

Between 2023-24, Academi Heddwch Cymru chaired the Women's Peace Petition Partnership brought together to mark the centenary of the appeal from the women of Wales to the women of the United States following the horrors of the First World War. Its aims were "Cofio, Dathlu, Gwireddu" - to remember, celebrate and realise the vision of the women for a warless world.

The centenary project, successfully shared the "hidden history" of the petition with organisations, women's groups and young people in communities across Wales. As well as inspiring people to search the petition for their ancestors, the story inspired creative responses and generated contributions from 400 individuals who now want to do more.

At the end of project conference held in Aberystwyth, participants expressed a wish to continue through a network to look specifically at the third aim of the Partnership - "gwireddu" - where there is still a lot of work to be done. Those individuals who had been involved in the centenary work at a community level wished to maintain their links and develop their work. Academi Heddwch Cymru has therefore resolved to support a "Gwireddu" network.

The objective of the Gwireddu Network is to work towards the aim of achieving a "warless world". Central to this is working towards a vision of **Wales as a Nation of Peace**. We are recruiting a Gwireddu Network Manager to support this work.

Specific responsibilities for this role include:

1. Set up and provide the Secretariat to the Gwireddu Steering Group organising bimonthly, online, bilingual meetings.

2. Support the activities of the Gwireddu Network liaising with groups and individuals, maintaining the contact database and arranging online meetings the frequency of which can be determined by network members & capacity.
3. Report on network activity to the Gwireddu Steering Group and the Academi Heddwch Cymru Steering Group.
4. Compile and send monthly newsletters to the Gwireddu Network with details of peace events, campaigns and prompts for engagement with the National Conversation on Wales as a Nation of Peace.
5. Ensure regular updates on activity and, in particular, engagement with the National Conversation on Wales as a Nation of Peace on the Academi Heddwch Cymru Padlet.
6. Ensure the Gwireddu Network is inclusive and benefits people and communities throughout Wales and meets the needs of both Welsh and English speakers.
7. Collaborate with the wider Academi Heddwch Cymru and Cymru Global teams to support delivery of annual peace events to bring people together to celebrate Wales's peace and cultural heritage.
8. Undertake other relevant duties as delegated by your line manager.

Person Specification

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

Essential requirements

- Experience in successfully managing projects of a similar scope and scale.
- Experience in community-based project work, working with volunteers and a natural flair for motivating and supporting people from a diverse range of backgrounds.
- Ability to work cooperatively and productively with team members, openly exchanging information and supporting colleagues.
- The ability to communicate fluently in both Welsh and English.

- Excellent inter-personal skills with proven ability to develop partnerships with a range of organisations and work effectively with them.
- Proven ability to include diverse groups of people in project activities.
- An interest in and understanding of Academi Heddwch Cymru's mission and Cymru Global's values.
- Good IT skills, especially with Microsoft Office software, Mailchimp, Zoom and Padlet.

Desirable attributes

- An awareness of Welsh history and/or the peace movement in Wales.
- Experience working with community-based volunteers.

Application Process

- All applicants must complete the **Cymru Global Application for Employment form**. 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 recruitment@cymru.global. 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 **5pm Wednesday 13th May 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.
- Cymru Global 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. Interviews will take place in the week of 18th May 2026 online.
- 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 recruitment@cymru.global 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.