

Social Purpose Coordinator

Welsh language skills are essential for this role

Why join S4C?

At S4C, we are passionate about creating a positive, energetic and inclusive work environment that reflects our core values:

At Your Best, Proud of S4C, Celebrate Everyone, Go For It.

We are looking for a collaborative, proactive and energetic individual to help drive real change across the Welsh language broadcasting sector. You will be organised, analytical and adaptable, working closely with teams and partners to improve diversity monitoring and have a real impact. If you're enthusiastic, committed and passionate about Welsh culture, this is your chance to shape the future of inclusive media!

Job Overview

As Social Purpose Coordinator, you will co-ordinate a project that strengthens S4C's work on diversity and inclusion – from data collection and analysis to campaign development and stakeholder engagement. The work will involve working very closely with stakeholders and partners across the production sector, as well as departments across S4C to create positive change, ensure fairer representation on screen and within the sector, and make a real difference to our social purpose.

The team is proactive and creates change in a positive and collaborative way so that S4C can achieve its social purpose. Through a variety of activities S4C delivers bold and innovative content that celebrates our contemporary Welsh culture.

What will you do?

The Social Purpose Coordinator will drive the projects relating to our social purpose forward against a provided plan and timetable. They will be accountable to the Head of Social Purpose, and will work closely with other members of the team.

Duties will include:

- Co-ordinate with internal teams at S4C as well as external stakeholders, and communicate regularly with them, to ensure that everyone plays their part towards the project objectives.
- Organise and co-ordinate work to obtain the forms and guidance involved in the project on the appropriate platforms (including PAC, Survey Monkey and our S4C website).
- In collaboration with the Head of Social Purpose, devise, plan and deliver practical activities that make a real difference to diversity in the Welsh language production sector, and respond to specific needs in terms of skills gaps and under-representation in the workforce.
- Create a promoting and facilitating campaign for the project in order to share information among the sector about the new monitoring processes, and work closely with the Communications and Marketing teams to implement them over a specified period.

- Work with the Research team to collect and analyse the results of the monitoring process, and create presentations and reports based on this data to feed back both internally and externally.
- Contribute to the evaluation and reporting process on the project, including implementing changes to the system based on the lessons learned.
- Supporting the team's other activities relating to our social purpose where appropriate.
- Any other reasonable duties.

You will succeed in this role if:

- You are passionate about creating an inclusive, active and healthy work culture.
- You are an analytical and creative person able to turn data into insights and use new approaches to inspire positive change.
- You are collaborative, proactive and innovative
- You enjoy working closely with teams and stakeholders.
- You can work independently with freedom to make decisions but also enjoy collaborating with a wider team to share ideas.
- You have a solid knowledge of relevant legislation and best practice.
- You are committed to your own personal development.
- You are a strong communicator in Welsh and English (spoken and written - language refresher support available).

You'll also:

- Be aware of S4C's strategy, and ensure that you take personal responsibility to follow all our policies and procedures as required which include working within guidance on Health and safety, diversity and inclusion, data protection, financial guidance and so on.
- Contribute in a positive way towards culture and delivering on S4C's strategy.
- Contribute to and support the use of the Welsh language in the workplace.
- Collaborate with your line manager and be proactive in managing and developing your own performance.
- Ensure that you work in a positive, collaborative, cross-organisational way, which develops great services for our viewers on all platforms and ensures a positive, energetic and inclusive working environment that treats everyone with respect.

What will you get?

- The opportunity to make a real difference in an organization that values people.
- Working in a flexible environment within one of our offices in Wales.
- S4C is committed to the personal growth of its employees, offering comprehensive training and development opportunities to improve skills and promote careers. This includes access to professional qualifications, in-house training, and continuing professional development programmes.
- Access to unique opportunities in the media sector including attendance at events and programme previews, panel discussions and internal updates.
- Employees have the unique opportunity to contribute to the promotion and preservation of the Welsh language and culture through their work.
- S4C offers a Group Personal Pension Scheme with 10% contributed by S4C.
- 26 days of leave gradually increasing to 32 days in 9 years.

For an informal chat about the role please contact pobl@s4c.cymru.

In your application, please ensure that you highlight the skills and experience you have that are relevant to the role listed in the personal specification below and that are in line with our core values. Give clear examples that show why you're a good fit for the job.

Personal Specification

Characteristic	Essential	Desireable
Welsh	Strong Welsh language skills both orally and in writing.	
Qualifications		Communicating change or inclusion training. Qualification in marketing or communications.
Experience	Experience planning campaigns or projects, and executing them. Working within a team successfully. Dealing with figures. Dealing with individuals at all levels. Experience of creating positive relationships with a wide variety of partners and stakeholders. Extensive administrative experience in good office practices. Use of data systems. Experience of delivering a project or campaign against a specific timetable.	Project management experience. Experience of working within the broadcast or creative sector. Handling confidential and sensitive data.
Skills and Information	High level of skills in Microsoft Office Word, Excel, PowerPoint, and Outlook systems. An understanding of evidence-based practice and a sound understanding of legislation. Strong interpersonal skills, including facilitation and influencing skills. Excellent attention to detail and accuracy. Strong analytical skills.	Understanding of strategy development. Marketing and campaign creation skills. Data analysis skills.

	<p>Support equality and diversity in the workplace.</p> <p>Experience in creating and producing regular reports.</p> <p>Excellent communication skills. Strong Welsh skills, both written and spoken in Welsh and English, and the ability to respond to queries from a variety of users. (Writing skills development and language refresher support is available).</p> <p>Excellent organization skills, including the ability to prioritize diverse workloads with competing time limits. Ability to multi-task, maintain a flexible schedule, and change instructions and/or tasks.</p> <p>Able to manage a diverse workload, balancing different priorities.</p> <p>Knowledge of the business landscape in the Welsh manufacturing sector.</p> <p>Ability to work flexibly with a variety of teams, building strong day-to-day relationships with colleagues, partners and stakeholders.</p>	
Personal Characteristics	<p>Able to motivate yourself, with the ability to work unsupervised.</p> <p>Able to think outside the box to develop new solutions.</p> <p>Understanding and commitment to S4C's diversity and inclusion policy and strategy.</p> <p>A high level of personal integrity, expressed through behaviour.</p> <p>Demonstrate values and behaviours that align with S4C values.</p> <p>A willingness to work flexibly.</p>	

Other details

Location: Carmarthen / Cardiff / Caernarfon (minimum 2 days in an office)

Salary: £39,000 per year

- Contract:** 12 months. We would be happy to consider Secondment.
- Working hours:** 35.75 per week. Due to the nature of the job, flexibility, including working outside of office hours, is expected on some weekends and bank holidays.
- Probation period:** 6 months
- Holidays:** In addition to the statutory bank holidays, you will be entitled to 26 days of holiday. If you are employed part-time you will receive a pro rata share of the holidays.
- Pension:** Salaried staff are entitled to join a Group Personal Pension Scheme subject to the terms of any existing scheme which is amended from time to time. If you are a member of the Group Personal Pension Scheme, S4C will contribute 10% of your basic salary to the Scheme. You are expected to contribute 5%.
- Travel:** Occasional travel will be part of the job, usually within the UK

Applications

Applications should be sent by **12.00 on Tuesday 14 October 2025** to Pobl@s4c.cymru or People and Culture, Canolfan S4C, Yr Egin, Carmarthen, SA31 3EQ.

Interview Date: Week of 20 October 2025

We are looking for someone who can join our team and get started right away (or as soon as possible).

We do not accept CVs.

An application submitted in Welsh will not be treated less favourably than an application submitted in English.

Using AI

If you choose to use AI or similar tools, make sure your responses are accurate, honest and reflect your own experience and words. Applications that are not original or generated by AI may be rejected.

During the interview, the use of AI or recording tools is not allowed, unless agreed in advance on the basis of accessibility. Any evidence of unauthorised use may result in your application being withdrawn.

Equal Opportunities and Diversity

S4C does not allow discrimination on the grounds of sex, race, colour, disability, ethnic or socio-economic background, age, family circumstances, marital status or civil partnership, full-time or part-time employees, religion, political viewpoint, sexual orientation, gender reassignment, pregnancy and maternity, use of language (except where the ability to



communicate in Welsh is essential to the job) or other irrelevant difference and is committed to working with diversity in a way that is positive to the job.

S4C welcomes and encourages applications from under-represented groups of people, including black and minority ethnic groups and people with disabilities. The principles of fair and open competition shall apply and shall be determined on the basis of merit.

Welsh Skills

Welsh language skills are essential for this role. We are proud to be a Welsh language broadcaster and we expect all team members to appreciate and respect the language and culture. We support and encourage learning Welsh in the workplace, and we are looking for someone who is open to developing their understanding and appreciation of the language as part of their journey with us. An application submitted in Welsh will not be treated less favourably than an application submitted in English.