

Executive Assistant / Programme Support

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

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

This is an exciting time to join the BSM project team to co-ordinate the delivery of a major project which will shape the future of broadcasting in Wales. We are looking for an organised, collaborative, results-driven individual, who is passionate about delivering change that makes a real difference in the broadcasting industry.

Job Overview

The Executive Assistant / Project Support role provides administrative, coordination, and operational support to the BSM programme as we plan and deliver a new BSM platform. The role is critical to ensuring effective governance, smooth day-to-day programme operations, and supporting clear communication across technical, business, and executive stakeholders.

The management software known as BSM is written in Delphi and has been highly modified to tailor the software for S4C's specific requirements. In addition to the core software, there are two further products that have been developed by S4C:

Cwmwl: Used to submit programme ideas to S4C and follow successful submission to the contract stage.

PAC (Programme as Completed): this is used to collect data from production companies for information relating to the programme for instance collecting data on music used for PRS reporting.

S4C has decided that more proprietary software is required to provide these functions to make support more robust and not to be so dependent on a bespoke system.

What will you be doing?

- Provide proactive executive support to the BSM Programme Manager and team, including meeting coordination, and preparation of briefings and papers.
- Support programme governance by coordinating steering committees, programme boards, and senior stakeholder forums, including agenda preparation, minutes, actions, and follow-ups.
- Act as a central coordination point for programme documentation, ensuring accurate version control, approvals, and distribution of key materials.
- Assist with programme planning and reporting activities, including tracking milestones, risks, actions, and dependencies across workstreams.
- Support financial and commercial administration, such as purchase orders, invoicing coordination, budget tracking, and supplier engagement support.

- Support effective communication across technical broadcast teams, suppliers, and business stakeholders, ensuring clarity and timely information flow
- Support onboarding of new programme resources and maintain programme calendars, contact lists, and reference materials.
- Contribute to continuous improvement of programme processes, tools, and ways of working.

You will also:

- Be aware of S4C’s strategy, and ensure that you take personal responsibility for complying with all our policies and procedures as required, including working within guidelines on health and safety, diversity and inclusion, data protection, financial procedures, etc.
- Contribute positively to the culture and delivery of S4C’s strategy.
- Contribute to and support the use of Welsh in the workplace.
- Work with your line manager and be proactive in managing and developing your own performance.
- Ensure you work in a positive, collaborative, cross-organisational way that develops excellent services for our viewers across all platforms and ensures a positive, energetic and inclusive work environment where everyone is treated with respect.

Personal Specification

Attributes	Essential	Desirable
Experience	<p>Proven experience in an Executive Assistant, Programme Support, or PMO support role within complex, technology-led programmes.</p> <p>Experience supporting governance forums and producing high-quality executive-level documentation.</p> <p>Experience in broadcast, media, or large-scale technology transformation programmes.</p> <p>Experience of Microsoft Teams skills and able to manage/maintain the Programme Teams workspace.</p>	<p>Experience of working within a project management environment. E.g. maintaining project plans, schedules and documentation; tracking milestones, risks, issues and actions; and producing status reports to support effective governance and delivery.</p>
Skills and information	<p>Strong organisational skills with the ability to manage multiple priorities in a fast-paced, deadline-driven environment.</p> <p>Excellent written and verbal communication skills, with confidence interacting with senior executives and technical specialists.</p>	<p>Welsh language skills, (Support is available for developing Welsh language skills).</p>

	Comfortable working within structured programme environments, with an understanding of project or programme delivery methodologies.	
Personal Attributes	High attention to detail, discretion, and professionalism when handling sensitive or confidential information. Show values and behaviours that align with S4C values.	

Further Details

Location: Cardiff, Carmarthen, Caernarfon, but there will be an expectation to attend Cardiff Central Square Office 2-3 days per week.

Salary: £38,000

Contract: 12-month secondment contract initially

Probation Period: 6 months

Working Hours: 35.75 hours per week.

Holidays: In addition to the statutory bank holidays, you will be entitled to 26 days of paid holiday per year. (Please note that the annual leave will be pro rata if working part time).

Pension: Paid 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 will be expected to contribute 5%.

Travel: Occasional travel will be part of the role, usually within the United Kingdom

Applications

Applications should be sent by **9.00 on Monday, 30 March 2026** to Pobl@s4c.cymru or People and Culture Department, Canolfan S4C, Yr Egin, Carmarthen, SA31 3EQ.

Interview Date: Week commencing 6 April 2026.

CV's will not be accepted.

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

AI Use

If you choose to use AI or similar tools, please ensure your responses are accurate, truthful and reflect your own experience and words. Applications that are not original or are AI-generated may be rejected.

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

Equal Opportunity and Diversity

S4C does not allow discrimination based on gender, race, colour, disability, ethnic background or social-economic background, age, family status, marital status or civil partnership, part-time or full-time employees, religion, politics, sexual orientation, gender reassignment, pregnancy and maternity, language use (except where the ability to communicate in Welsh is necessary for the post) or any other irrelevant difference, and it is committed to considering diversity in a positive way. S4C welcomes and encourages job applications from groups that may be under-represented, including females, black and minority ethnic people and people with disabilities. Open and fair competition principles are in operation and appointments are decided on merit.