

## **Sector Coordinator and Department Assistant (Maternity Cover)**

### **Why join S4C?**

At S4C, we offer more than just a job – we offer the opportunity to be part of a creative, dynamic, and national organisation that makes a real difference to the cultural life of Wales. As Sector Coordinator and Department Assistant, you will play a key role in supporting our content work and promoting S4C's achievements in awards and festivals, as well as working closely with the production sector.

This role is ideal for someone organised, enthusiastic, and with an interest in media and entertainment. You'll work with teams across the organisation and build relationships with external partners, directly contributing to the promotion of excellence and creativity in the industry.

We offer a flexible and ambitious working environment, where your wellbeing, personal development, and contributions are highly valued. We have strong values – Be Your Best, Proud of S4C, Celebrate Everyone, and Go for It – and we are looking for someone who is passionate about working in a collaborative, positive, and committed way to help achieve our vision.

Come and be part of our journey.

### **Overview of the role**

Supporting the Content and Publishing departments with particular responsibility for implementing and developing S4C's awards and festivals plan.

### **What will you be doing?**

Your duties will include:

- Providing administrative support to the Commissioning, Digital and Publishing teams.
- Managing all awards entries and creating connections with relevant individuals and organisations.
- Coordinating S4C staff arrangements at festivals in Wales, the UK and internationally.
- Gathering information about S4C's appearances and successes at festivals and awards and preparing reports for the Executive Leadership Team and Joint Board.
- Working with the marketing and communications department to raise awareness of S4C's nominations, wins and presence at awards and festivals.
- Supporting the Head of Content Operations and acting as a key link between the production sector and S4C.
- Organising S4C's regular Sector meetings at locations across Wales.
- Supporting plans for special events or conferences linked to the Content and Publishing teams.
- Maintaining diaries, expenses and travel arrangements for certain Heads of Department.
- Preparing meeting documents, taking notes and organising action points.
- Arranging internal and external meetings by coordinating appropriate venues.
- Recording internal and external meetings.

- Assisting other departments as needed e.g. during holidays, illness or times of high workload.
- To ensure a safe workplace, you will work in accordance with the Health and Safety Policy and support and implement risk assessment recommendations.
- You will be expected to work collaboratively to ensure your colleagues are treated with respect and dignity, and that equal opportunities are promoted and integrated throughout all aspects of the business, in line with S4C's relevant policies. You will act in a manner that fosters a friendly environment.
- Any other reasonable duties.

## 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.

## What will you get?

- The opportunity to make a real difference in an organisation that values people.
- Flexible working environment from one of our offices in Wales.
- S4C is committed to the personal growth of its employees, offering comprehensive training and development opportunities to enhance skills and promote careers. This includes access to qualifications, internal training, and ongoing professional development programmes.
- Access to unique opportunities in the media sector, including attendance at events, programme previews, panel discussions and internal updates.
- Staff have a 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 a 10% contribution from S4C.
- 26 days of annual leave, increasing gradually to 32 days after 9 years.

## Person Specification

Qualities	Essential	Desirable
<b>Experience</b>	Experience of administrative work and organisational skills	Experience of planning and coordinating work
<b>Skills and knowledge:</b>	<p>Excellent communication and organisational skills, with the ability to work under pressure and to deadlines</p> <p>Thorough knowledge and experience of the latest administrative systems</p> <p>The ability to communicate fluently in Welsh and English (spoken and written).</p>	Knowledge of the independent production sector in Wales and beyond

	<p>Accuracy and attention to detail under time pressure</p> <p>Ability to manage multiple projects simultaneously and prioritise workload</p>	
<b>Personal qualities:</b>	<p>An enthusiastic person who can collaborate effectively across teams in various locations</p> <p>Ability to communicate clearly, accurately and effectively with staff at all levels</p> <p>Strong interpersonal skills</p> <p>Ability to work without supervision</p> <p>Ability to work effectively under pressure</p>	<p>Self-motivated, with the desire and ability to adapt and learn new skills quickly</p>

**Other details:**

**Location:** The successful candidate can work from either Canolfan yr Egin, Carmarthen, or Central Square, Cardiff.

**Salary:** £29,000

**Contract:** 9 months

**Working Hours:** 35.75 hours per week. Due to the nature of the role, flexibility is expected, including working outside of normal office hours, on some weekends and bank holidays.

**Probation:** 6 months

**Leave:** In addition to statutory bank holidays, you will be entitled to 26 days of paid leave per year.

**Pension:** Permanent employees are eligible to join the Group Personal Pension Scheme subject to the terms of any existing and amended scheme. If you join the scheme, S4C will contribute 10% of your basic salary, with an expected 5% employee contribution.

**Travel:** Occasional travel will be required, typically within the UK.

**Applications**

Applications must be submitted by 12.00 on the 14 August 2025 by completing the online application form [here](#).

We do not accept CVs.

Applications submitted in Welsh will not be treated less favourably than those submitted in English.

### **Use of AI**

If you choose to use AI or similar tools, please ensure your responses are accurate, honest, 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 devices is not allowed unless agreed in advance for accessibility reasons. Any unauthorised use may lead to disqualification of your application.

### **Equal Opportunities and Diversity**

S4C does not permit discrimination on the grounds of gender, race, colour, disability, ethnic or socio-economic background, age, family circumstances, marital or civil partnership status, full-time or part-time status, religion, political opinion, sexual orientation, gender reassignment, pregnancy and maternity, language use (except where Welsh language ability is essential to the role), or any other irrelevant difference, and is committed to working positively with diversity.

S4C welcomes and encourages applications from underrepresented groups, including people from Black and ethnic minority backgrounds and disabled people. Fair and open competition principles will apply, and appointments will be made on merit.