



Rhwydwaith
Cyd-gynhyrchu
Cymru

Co-production
Network
for Wales

Recruitment Pack: Programme Coordinator

1. Summary of terms

Contract type: Fixed term (until 31 August 2027)

Hours: 30 hours per week, flexible working patterns

Salary: £30,000 per annum pro rata (£24,324 per annum actual), plus work from home allowance of £26 per month

Annual Leave: 25 days per annum pro rata (20 days actual), plus 8 statutory Bank Holidays and a 2-week office closure at Christmas

Location: working from home

Responsible to: Programme Manager

Probationary period: 3 months

Pension: contributory pension of 5%

Welsh speaker: desirable

Secondments and job shares will be considered. We are a flexible and supportive employer and operate an Employee Benefit Scheme.

Company laptop and mobile phone provided for the duration of the contract.

Closing date for applications: 23:59 Monday 6th April 2026

Interviews via Zoom: Wednesday 15th April 2026

Anticipated start date: Monday 18th May 2026

2. About the Co-production Network for Wales

We're a small non-profit, but what we do makes a difference across the Welsh public services landscape. We are funded by our members, grant funders, and our own [consultancy](#) and [training](#) activity.

Our aim is to transform public services through co-production and citizen involvement. When citizens and professionals work in partnership, services are improved and better meet people's needs, and communities grow in resilience. In the current landscape of dwindling public resources and increasing demand, co-production and citizen involvement offer a compelling approach to bringing positive, sustainable change to public services and communities.

Our remit is to grow good practice through our network of citizen and professional practitioner members from across sectors and across Wales. We create and facilitate online spaces and participative events which focus on learning, sharing, and turning conversation into informed action. We offer capability building through training, advice and consultancy, in both strategic and delivery organisations. We support policy and decision makers to shape a positive context for this work across public services and communities. In a nutshell, we bring together people with a common vision: that of a fairer and more sustainable Wales where everyone has a voice.

The Network team is currently made up of a CEO, a Programme Manager and a Network Officer as well as a number of associate consultants and support staff on flexible contracts.

[Our work over the last 5 years](#) with Public Services Boards (PSBs) funded by National Lottery Community Fund (NLCF) has strengthened co-production and meaningful involvement across Wales, but we want to deepen and expand this work. We're taking a new approach which moves from general support to a programme of distinct projects that demonstrate PSBs' ability to do co-production and involvement. We'll also be taking a stronger focus on building a body of evidence to influence at a local and national level, and a commitment to showcasing what works through case studies, events, and resources. The Programme Coordinator will play an essential role in bringing all of this together - coordinating delivery of our support projects, capturing and sharing learning, and supporting with monitoring and iterating our approach.

We're a small organisation with a lot going on, so you will play a key role in our friendly team. We offer a high level of flexibility in working hours. We have no central location, so you will be working predominantly from home via digital channels, with some in-person meetings.

We work in:

- Google Suite (Docs, Sheets and Slides);
- Zoom for our online meetings;
- Brevo for email distribution;
- Slack for our team communications;
- Circle for our membership platform.

We will expect you to self-manage your time and energy, and you will be supported through monthly reflective supervision meetings with your line manager; weekly check-in meetings around tasks, progress and needs; and ongoing team interactions.

You can find out more about what we do here: <https://copronet.wales/what-we-do/>

3. Job Description: about the role

The Programme Coordinator has a vital role to play in supporting the Programme Manager to ensure the delivery of the funded programme activities and outcomes, and linking them to the Network's wider aims and vision. This is a coordinating, evidence-building and communications-focused role that sits at the intersection of policy, practice and learning. The role is varied and will require you to juggle a variety of tasks.

You will help gather and communicate learning from our local work with Public Services Boards (PSBs) and other partners, contributing to a clear, national picture of how co-production is working in practice. You will work closely with the Programme Manager, associate consultants and local contacts to support project delivery, events, and sharing learning outputs.

1. Programme coordination and partnership working

- Liaise with PSB officers, consultants and community partners to coordinate delivery of support projects.
- Facilitate connections across PSBs, Regional Partnership Boards (RPBs), Corporate Joint Committees (CJCs) and other partnerships where relevant ("connecting the dots").
- Support the organisation of meetings and reflective exercises.
- Assist the Programme Manager with oversight of local projects - through application, delivery of support, and end-of-project follow-ups.

2. Evidence, learning and resource development

- Develop and improve application pro formas, templates and guidance used in our direct support offer.
- Collate and analyse evidence from PSB support projects.
- Draft case studies, ensuring they clearly capture learning, barriers and recommendations.
- Contribute to the development of practical resources, tools and learning materials that support co-production and involvement.
- Support monitoring and evaluation processes and contribute to reports for the funder and the Board.

3. Communications and influencing

- Write blogs, articles and short reports that translate project learning into wider narratives for communities, practitioners, service leaders and policymakers.
- Support content creation for events in our Involvement Series, ensuring outputs (blogs, resources, write ups) are produced and shared.
- Contribute to the effective promotion of opportunities for public services to gain support through this programme.
- Coordinate with national partners to ensure effective promotion of learning.
- Manage updates to our website; assist with social media content linked to the programme.

- Support the production of Welsh and English content, working with translators and designers.

4. Events and learning activities

- Coordinate digital and in-person events for the Involvement series - including promotion, venue coordination, and attendee communication.
- Produce event summaries, insights and learning outputs in an appropriate medium.

5. Team operations and administration

- Provide well-organised administrative support including data entry, digital filing, drafting agendas and taking clear notes.
- Contribute to the smooth running of team processes, including monitoring, evaluation and reporting.
- Support a culture of reflective practice and continuous improvement.

4. Person Specification: about you

Our dream person will have the following attributes:

- **Curiosity:** You're into learning and understanding new things.
- **Outcomes focus:** You care about the difference what we're producing can make to people's lives (outcomes), not just making the things (outputs).
- **Communication:** You can get ideas out there clearly, with a range of different people.
- **Relationships:** You can build strong, trusting relationships with a wide range of people, even those who don't work in the same way as you.
- **Inspired by digital:** You don't need to be an expert but you've had enough experience of it to be excited about what can be done now on web, mobile and other platforms, and about what's coming next.
- **Attention to detail:** You pay attention to the details that will make something you've produced feel easy and elegant, you leave things more organised than you found them, and you keep track of performance and results to learn and improve.
- **Empathy:** You can put yourself in others' shoes and understand things from their perspective (our members, stakeholders, citizens, clients and colleagues), your interpersonal skills allow you to pitch content and messaging to different audiences.
- **Self-awareness:** You cultivate your emotional intelligence, you are committed to reflection and learning, including from failures and uncertainties.
- **Heart:** You care about social issues, and they're the kind of problems you want to help address.

The above is for context. When you apply, please respond to the criteria in the table below; give at least one specific example per criterion.

	Essential	Desirable
Knowledge and experience		
Experience of coordinating projects or programmes involving multiple partners.	X	

Experience of writing clear and engaging content (e.g. blogs, case studies, articles, reports).	X	
Experience of organising online and/or in-person events.	X	
Experience using digital tools for communication, coordination and collaboration (e.g. Google Suite, WordPress, social media, CRM/contact lists).	X	
Experience of producing or shaping policy-relevant content (briefings, summaries, evidence-based recommendations).		X
Experience of working in a start-up, Community Interest Company, or small charity.		X
Experience working in public services, policy, community development or related fields.		X
Skills and attributes		
Strong written and oral communication skills in English.	X	
Ability to communicate in Welsh (written and oral).		X
Strong organisational skills, including the ability to prioritise effectively and manage several concurrent tasks.	X	
Able to interpret information, identify learning and present it clearly.	X	
Ability to build and maintain trusting, professional relationships with a wide range of partners.	X	
Attention to detail in written materials, data handling and resource preparation.	X	
General		
Commitment to co-production, involvement and social justice.	X	
Comfortable working independently, drawing on your own initiative.	X	
Curiosity, empathy and a willingness to learn from others.	X	
Able to work well as part of a team and to work on a range of collaborative projects to advance the work of the network.	X	

5. How to apply

Representation of diverse communities is something that we are actively working on, and we particularly encourage applications from Black, Asian and minority ethnic people, people who identify as being LGBTQ+, people with disabilities, people who have a mental health condition, and anyone from a community that has traditionally been under-represented in mainstream social change and third sector organisations.

If you require any reasonable adjustments to the process, please let us know so we can support you as necessary. We commit to offering a guaranteed interview to disabled candidates who meet the minimum requirements (essential criteria) for the role.

You can apply in Welsh or in English; writing to us in Welsh will not cause a delay.

If you're offered the role, you will need to provide proof of entitlement to work in the UK.

If you would like to speak to someone about any aspect of this opportunity before applying, or require information in an alternative format, please contact Rachel Wolfendale on rachel@copronet.wales or 07726 389 339.

To apply, please send your C.V. along with a supporting statement (no more than 3 pages) which addresses the criteria presented in the Person Specification. Please also include:

- details of two references (we won't contact them until after the interview process, and we'll check with you first);
- details of the notice period you would have to complete, for an indication of when you could start.

Please also complete the Equality and Diversity Monitoring Form. Your responses and your data will be aggregated with other applicants' forms to help us monitor how we are reaching a diversity of communities with our recruitment.

Send in your application via Charity Jobs by 23:30 on Monday 6th April 2026. If you are shortlisted for an interview, we will contact you by email by Friday 10th April, to ask you to book into an available interview slot.

Interviews will take place on Wednesday 15th April 2026 via Zoom.