



Llywodraeth Cymru
Welsh Government

Information Pack for Applicants

Athrofa Dysgu Cymraeg Genedlaethol National Institute for Learning Welsh

Appointment of a Chair

Closing date: 12 September 2025

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Making an Application

Thank you for your interest in the appointment of the Chair of the National Institute for Learning Welsh / Athrofa Dysgu Cymraeg Genedlaethol ('the Athrofa').

The establishment of the Athrofa will enable stronger and more secure national planning, to support people to learn Welsh and facilitate their progress so that more people (of all ages) are learning the language. This is an exciting opportunity to play a key role in supporting and providing direction to this new statutory body.

The new Chair is a critical role that will help shape the new body providing leadership and strategic direction to ensure that the Athrofa will be ready to carry out its essential role by the establishment of the new body on 1 August 2027.

Key facts about the role

Location:	Pan Wales
Time commitment:	A time commitment of a maximum of five days per month required once the body is fully established.
Tenure of office:	The appointment is for a period of up to five years.
Remuneration:	<p>The post of Chair is remunerated at £256 per day for a time commitment in the region of five days per month. The Athrofa will have a scheme to reimburse travel and other reasonable expenses incurred in carrying out the role.</p> <p>The appointment is not pensionable. The Chair will not be employed by the Athrofa nor the Welsh Ministers and, therefore, will not have the rights of an 'employee' under employment legislation.</p>

The attached Annexes provide detail on the role, responsibilities and person specification for the Chair, the background and role of the Athrofa, and the selection process.

To make an application, please visit the Welsh Government [vacancies](#) page. Click on the vacancy in which you are interested and click on 'Apply' at the bottom left-hand corner. The first time you apply for a post through the Welsh Government online application system you will need to [register](#). You will only need to register once, after which you can track the progress of your current application and any future applications via your online registered account.

When you have completed registration, you will be able to access and complete the application form. To apply, you will need to upload a personal statement and CV with your online application form.

Personal Statement

The personal statement is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. How you choose to present the information is your choice. You should, however, aim to provide detailed examples demonstrating how your knowledge and experience match each of the criteria, and your role in achieving a specific result.

It will help the selection panel if you can be clear which piece of evidence relates to each of the criteria. Providing separate paragraphs in relation to each criterion is common practice.

Please limit your personal statement to no more than 2 (two) pages. Your application may be rejected if you exceed this limit.

CV

Please ensure your CV includes brief details of your current or most recent post and the dates you occupied this role. Please identify any past or present Ministerial appointments.

Indicative timetable

Closing date	12 September 2025
Shortlisting	To be confirmed
Interviews	To be confirmed

Diversity Statement

The Welsh Government recognise the value of having public bodies reflecting a wide range of cultures, identities and backgrounds. We encourage applications from all parts of society and want to appoint from the widest and most diverse pool of talent.

We welcome applications from everyone regardless of age, marriage (including same sex marriage) and civil partnership, sexual orientation, sex, gender identity, impairment or health condition, race, religion or belief or pregnancy.

We are committed to recruiting women, Black, Asian and Minority Ethnic people, disabled people and members of the LGBTQ+ community, who are currently under-represented in board positions at public bodies.

Disability Confident

The Welsh Government accepts the social definition of disability, in which it is recognised that barriers in society act to disable people who have impairments or health conditions, or who use British Sign Language (BSL).

We are committed to removing barriers so all staff can perform at their best. The Equality Act 2010 uses the medical definition of disability which is “a physical or mental impairment which has a substantial and long-term impact on a person’s ability to carry out normal day-to-day activities”.

We guarantee to interview anyone who is disabled and whose application meets the minimum criteria for the post. By ‘minimum criteria’ we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence for the role and any qualifications, skills or experience defined as ‘essential’.

If you have an impairment or health condition or use BSL and need to discuss reasonable adjustments for any part of this recruitment process, please contact publicappointments@gov.wales as soon as possible to discuss your requirements and any questions you may have.

Contacts

For further information regarding the selection process, please contact

Public Appointments Team

Email: publicappointments@gov.wales

For further information regarding the role of the Athrofa and the role of Chair, please contact:

Bethan Webb

Tel: 03000 256 565

Email: Bethan.Webb@gov.wales

Should you need any further assistance with applying for this role, please contact publicappointments@gov.wales

For further information about Public Appointments in Wales, please visit www.gov.wales/public-appointments

Annex A

Background and Role of the Athrofa

The establishment of the Athrofa is being managed by the Cymraeg 2050 Division of Welsh Government. The Athrofa will be set up as an executive arm's length body of the Welsh Government by the Welsh Language and Education (Wales) Act 2025. The Act states that the Athrofa will be established on 1 August 2027.

To prepare for the new body, the Cabinet Secretary for Finance and Welsh Language has agreed that a Chair should be appointed by April 2026. This will allow the Chair to form part of the recruitment panel for other key appointments and other board members, and to contribute to the arrangements necessary for establishing the Athrofa.

The creation of the Athrofa will enable stronger and more secure national planning, to support people to learn Welsh and facilitate their progress so that more people (of all ages) are learning the language. The Athrofa's overarching purpose is to facilitate and support lifelong Welsh language learning.

The high-level objectives/duties for the Athrofa are to:

- provide strategic leadership and direction to all Welsh language learning providers;
- provide opportunities to learn Welsh and improve levels of ability in Welsh for those over compulsory school age;
- provide, or facilitate the provision of, Welsh language learning materials;
- develop a national curriculum for Welsh language learning for those over compulsory school age, and arrange provision to facilitate progress along the common reference levels;
- design and develop Welsh language learning provision for those over compulsory school age, or facilitate such work. The provision must include a variety of learning levels based on the common reference levels;
- plan the development of the education workforce and provide training to improve Welsh language teaching methods; and
- collect and publish data on Welsh learners.

The National Centre for Learning Welsh / Y Ganolfan Dysgu Cymraeg Genedlaethol ('the Centre') currently undertakes some of the functions that will be carried out by the Athrofa from August 2027. The Centre is funded through an annual grant from the Welsh Government and was established following a competitive grant process in 2016 as a limited company under guarantee without capital; and wholly owned by the University of Wales Trinity Saint David. The current grant arrangement for the Centre will come to an end on 31 July 2027.

Role of the Board

The board will be made up of independent members appointed by Welsh Ministers through formal public appointments processes, alongside the Chief Executive and members of its staff. It will set the body's strategic direction and objectives.

The role of the board is to provide strong governance and effective leadership, work with the executive members to define and develop strategic direction, and set challenging objectives.

The Athrofa's board will consist of:

- the Chair;
- at least six, but no more than 10, other persons appointed by Welsh Ministers,
- the Chief Executive, and
- at least one (but no more than two) other members of the Athrofa's staff.

Its role is to:

- define and to develop strategic direction and to set challenging objectives;
- provide effective leadership for the operation of the body; holding the Chief Executive to account for ensuring that the Athrofa's activities are conducted efficiently and effectively;
- promote high standards of public finance upholding the principles of regularity, propriety and value for money;
- monitor the Athrofa's performance to ensure that it fully meets its statutory duties, aims, objectives and performance targets.

The work of the board will be supported by the following committees:

- Audit and Risk Assurance Committee (ARAC)
- Research and Data Committee

Governance

The board will promote high standards by upholding the principles of regularity, propriety and value for money. It will ensure the Athrofa's activities are conducted efficiently and effectively. It will monitor the Athrofa's performance to ensure it fully meets its statutory duties, objectives and performance targets, and delivers its strategic plan and corporate plan.

The board will establish overarching governance arrangements and delegate some of its functions to officers through a scheme of delegations covering both financial and non-financial matters. The Chief Executive and executive team will manage the organisation and will be accountable for the day to day running of the Athrofa.

Appointment of the Chair to the National Institute for Learning Welsh / Athrofa Dysgu Cymraeg Genedlaethol

Role and responsibilities

The Chair of the Athrofa is appointed by the Welsh Ministers. The Chair will assist in initial key appointments and will contribute to the establishment of the new body prior to 1 August 2027. Once the Athrofa is in operation, the Chair's role will be to develop and lead the board, and together with them will set the strategic direction for the Athrofa and monitor the delivery of its business strategy, plans and performance objectives.

The Chair will be accountable to the Cabinet Secretary for Finance and Welsh Language, one of the Welsh Ministers appointed under the Government of Wales Act 2006. The Chair will be responsible for decisions and delivery concerning the Athrofa's establishment alongside the Welsh Government team overseeing the establishment phase. The Chair will also contribute to its initial strategic plan, within the Welsh Government's strategic aims and the policy and resources framework determined by Welsh Ministers.

The role of the Chair is to provide **leadership** and **strategic direction** to the following:

- 1) to the efficient and effective delivery of the Athrofa, ensuring it is ready to fulfil its statutory responsibilities once formally established as a statutory body.
- 2) to the Chief Executive and the implementation team, to establish the body by 1 August 2027. This will include ensuring that systems and processes are in place to provide a smooth transition for staff and that it is a fully functional Welsh Government arm's length body from day one of launch.

The focus of the role before 1 August 2027 will be to:

- Draw together a strong Athrofa board of members with a diverse range of skills that reflect Welsh society and who are capable of developing and delivering the strategic priorities for the Athrofa.
- Begin to build relationships with the learning Welsh sector.

In addition, once the Athrofa has been established, the Chair will provide strategic direction to, and manage the performance of, the Chief Executive. The Chair will have personal responsibility to the Welsh Ministers for the conduct of the Athrofa's affairs and board members. They will also need to develop strong working relationships, in particular with:

- Athrofa non-executive members;
- representatives of learners and providers of learning Welsh provision in Wales;
- providing advice and encouragement to the Athrofa in the fulfilment of its statutory responsibilities and financial obligations.

Person Specification

The Chair will:

- lead the board and, together with the board, set the strategic direction for the Athrofa;
- assess and evaluate the delivery of the body's business strategy, plans and performance objectives.
- provide strong and effective leadership and demonstrate an ability to work in partnership and build consensus.
- have an ability to test opinion and challenge current thinking.
- scope the Athrofa's vision, mission and goals.
- deal confidently with Welsh Government Ministers and officials and other relevant parties.
- foster close partnership working and healthy relationships with key stakeholders and decision makers at a local and national level, such as Medr, Coleg Cymraeg Cenedlaethol, CYDAG¹, and other education and lifelong learning bodies.
- uphold, and be seen to uphold, the highest standards of public life and meet the requirements of the Nolan principles of integrity and impartiality², and be able to maintain respect for the work of the board.
- promote high standards of public finance; upholding the principles of regularity, propriety and value for money; ensure appropriate governance arrangements are established and implemented to deliver the legal responsibilities, functions and duties placed on the body.
- be responsible for the performance management of the Chief Executive and board members.

Essential Criteria

To be considered, you **must** be able to demonstrate that you have the qualities, skills and experience to meet all essential criteria for appointment.

- Experience and knowledge of leading a public body and an understanding of Cymraeg 2050 policy and importance of learning Welsh as part of that visions.
- An outstanding record of leadership, organisational transformation and development at board level.
- An ability to provide coherent leadership for the Athrofa; defining and developing strategic direction; setting objectives; hold the Chief Executive to account for ensuring that the Athrofa's activities are conducted efficiently and effectively.
- Excellent track record of engaging, inspiring and enthusing staff and stakeholders that demonstrates an inclusive and collaborative approach including working in partnership with staff representatives.

¹ Association of Schools for Welsh Education

² (<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>)

- Excellent interpersonal skills are required, including the ability to negotiate, persuade and influence and provide independent challenge and scrutiny whilst maintaining constructive relationships.
- Well-developed analytical reasoning skills and judgement based on an expert ability to process and interpret information.
- A clear understanding of governance structures in an organisation and the ability to ensure the body's financial dealings are prudently and systematically accounted for, audited and publicly available showing a commitment to transparency and openness.
- A commitment to and passion for the Welsh Language and supporting people to learn Welsh.
- A clear understanding and commitment to equality and diversity and a willingness to challenge discriminatory practices.
An ability to demonstrate understanding of the commitments of a public role.

Desirable Criteria

- Experience of working in an educational / research environment.

In appointing the Chair and board members, the Welsh Ministers are required by Schedule 2 of the Act to have regard to the desirability of the Athrofa's members (between them) having particular capabilities or expertise.

Across the board as a whole Welsh Ministers are looking for expertise in the following areas:

(a) possess experience of a matter, and have demonstrated ability in a matter, relevant to the exercise of the Athrofa's functions, and

(b) have a range of skills and experience

- Administrative/Research Background
- Financial expertise – or an accountancy qualification;
- Audit
- Equalities/diversity expertise

Welsh Language

Confident Welsh language skills (verbal, writing, and reading) are essential for this role.

Eligibility

You are eligible to apply if you are able to provide evidence of your experience against each of the essential and desirable criteria and applied, where appropriate, to the Chair's key responsibilities.

Candidates should be individuals who conduct themselves at all times in a manner which will maintain and further develop public confidence.

Please note, you will be disqualified from applying if you are:

- the subject of a bankruptcy restrictions order or an interim order or have made a composition or arrangement with creditors.
- the subject of a disqualification order under the Company Directors Disqualification Act 1986.
- an employee of the National Centre for Learning Welsh.
- a Member of Senedd Cymru/Welsh Parliament.
- a Member of the House of Commons or the House of Lords.
- a Member of the Scottish Parliament or the Northern Ireland Assembly.
- a member of a local authority (including National Parks Authorities and Fire and Rescue Authorities).
- employed in the civil service of the State or,
- the holder of an office, or a member of a body or a member of staff of a body specified by the Welsh Ministers by regulations.

Candidates should also note that membership of the Athrofa board is a disqualifying office for membership of Senedd Cymru under the Senedd Cymru (Disqualification) Order 2020.

[The Senedd Cymru \(Disqualification\) Order 2020 \(from legislation.gov.uk\)](#)

Subject to Senedd approval, this Order will be replaced by a new one for the 2026 Senedd Elections: the content of the new Order is out to consultation until 25 July 2025³.

Conflict of Interests

When applying, you will be asked to declare any private interests which may or may be perceived to conflict with the role and responsibilities of the Chair of the Athrofa including any business interests and positions of authority outside of the role in the Athrofa.

Any conflicts of interest will be explored at interview. If appointed, you will also be required to declare these interests on a register which is available to the public.

Due Diligence

Welsh Government Public Appointments Team will undertake due diligence checks on all candidates successfully sifted to interview. This will include, but not necessarily be limited to, social media and internet searches. As a result, you may be asked questions at interview in relations to any findings from due diligence searches.

³ [Draft Senedd Cymru \(Disqualification\) Order 2025 | GOV.WALES](#)

Standards in Public Life

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the Code of Conduct for Board Members of Public Bodies.

[Code of Conduct for Board Members of Public Bodies \(gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/282222/code_of_conduct_for_board_members_of_public_bodies.pdf)

The selection process

The interview panel will assess candidates' CVs and personal statements to determine who it believes best meet the criteria for the role, and who will be invited to interview. The panel will rely only on the information you provide in your CV and statement to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all of the essential criteria.

The selection panel will be chaired by Bethan Webb and will also comprise two independent panel members.

Your application may be long listed, subject to the volume of applications received, before it is passed to the selection panel for consideration. You should be aware that in this situation, your application may not be considered in full by all the panel.

We anticipate that during October 2025 the panel will have decided who will be invited for interview in November 2025. It is our intention that interviews will take place in-person in Cardiff.

The panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification. However, if you have applied under the guaranteed interview scheme and you meet the **essential minimum criteria** for the post, you will also be invited to attend an interview.

If you are invited to interview, and the date of the interview is not already provided in this information pack, we will aim to provide you with as much notice as possible of the interview date. If you are unable to make the arranged date, we will endeavour to re-arrange it, but it may not be possible due to time constraints within the appointment timetable or selection panel availability.

You will receive email communication from Welsh Government's application centre to let you know if you have been invited to interview.

If you attend an interview, the panel will question you about your skills and experience, asking specific questions to assess whether you **meet the criteria** set out for the post.

Candidates who the panel believe are 'appointable' will be recommended to Ministers, who will make the final decision. The Minister may choose to meet with appointable candidates before making their decision. If they do, they will meet all candidates in the presence of the panel chair, or their nominated representative. There will be a time gap between interview and a final appointment decision being made. Candidates who have been interviewed will be kept informed of progress.

If you are successful, you will receive a letter appointing you as the Chair of the Athrofa, which will confirm the terms on which the appointment is offered.

If you are unsuccessful at interview, you will be notified through the Welsh Government's application centre. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. As a result, the letter will provide the details of who you may approach for feedback on your application and interview, should you so wish.

Queries

For queries about your application, please contact publicappointments@gov.wales

If you are not completely satisfied

Welsh Government will aim to process all applications as quickly as possible and to treat all applicants fairly, and with courtesy. If you have any complaints about the way your application has been handled, please contact publicappointments@gov.wales.