



PLANT YNG NGHYMURU  
CHILDREN IN WALES

# YOUNG WALES ENGAGEMENT WORKER

**Application Pack**

[childreninwales.org.uk](http://childreninwales.org.uk)

# Introduction

**Job Title:** Young Wales Engagement Worker

**Reports To:** Senior Officer Participation

**Location:** Cardiff – agile working from home or in the office with monthly face to face meetings in Cardiff as a minimum.

**Hours of Work:** 21 hours per week (part time)

We are committed to providing services which embrace diversity and which promote equality of opportunity. This is underpinned by the Equality Act 2010 and will be adhered to at each stage of the recruitment process.

At Children in Wales, we know diversity fosters creativity and innovation. We are committed to equality of opportunity, to being fair and inclusive, and to being a place where all belong.

We therefore particularly encourage applications from candidates who are likely to be underrepresented in the Children in Wales workforce. These include people from Black, Asian and minority ethnic backgrounds, impairment or health condition, sexual orientation, religion or belief and young people under the age of 25.

Our recruitment panel will short-list for interview. They will not be provided with your contact details or any equal opportunities information. The information provided by unsuccessful applicants will be securely retained for a period of 1 year and then confidentially destroyed.

In the interests of economy we can only acknowledge receipt of your application by email.

If successful in progressing to interview, you will be notified via the email address provided to us.

**The deadline for applications is 9am 6<sup>th</sup> August 2024**

**Interviews will take place on 12<sup>th</sup> or 13<sup>th</sup> August 2024**



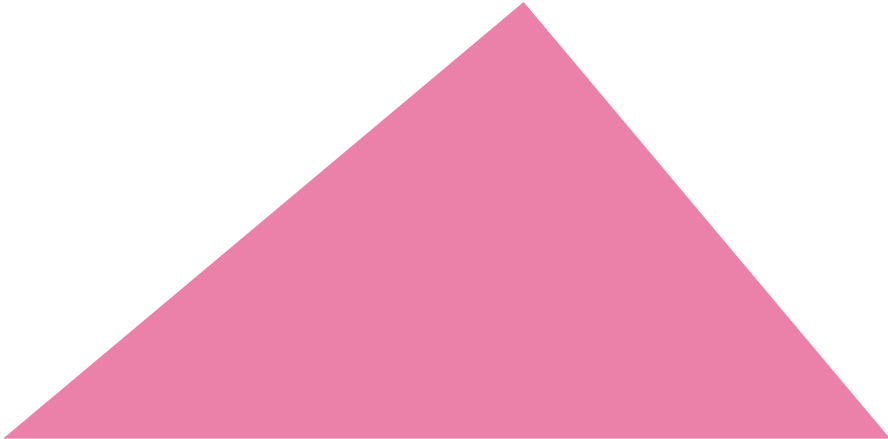
# Further Information

<b>Contract:</b>	Fixed term until 31 <sup>st</sup> March 2025 with possibility of extension.
<b>Hours of Work:</b>	21 hours per week
<b>Salary Scale:</b>	£26,000 per annum pro rata
<b>Annual Leave:</b>	25 days per annum pro rata
<b>Method of Pay:</b>	Salaries are paid directly into staff member's nominated bank account on the 15th of each month
<b>Pension:</b>	Children in Wales' employees are automatically enrolled to the Workplace Pension Scheme, but you may choose to opt out.
<b>Place of work:</b>	Hybrid working from home or Cardiff office - Cardiff University Social Science Research Park (SPARK), Spark, Maindy Road, Cardiff, CF24 4HQ, UK and occasional events across Wales.

The enclosed set of information is designed to give you a fuller picture of what the post involves and information about Children in Wales.

The job description is designed to summarise clearly the scope and responsibilities of the post and should be read thoroughly. The purpose of the person specification is to state, as precisely as possible, the minimum skills, experience and knowledge applicants must have to meet the requirements of the post. **It is essential that you read this carefully and address your application to the criteria contained in the person specification.** Failure to do so will considerably reduce your chances of being selected for interview

We encourage applications from people who don't feel they meet all of the essential criteria in the person specification but who are passionate and motivated about children's rights and feel they can have a positive impact in our work.



# Job Description

**Job Title:** Young Wales Engagement Worker

**Reports To:** Young Wales Senior Officer

**Location:** Cardiff – agile working from home or in the office

**Hours of Work:** 21 hours per week

## **Main purpose of role:**

To support the Young Wales team at Children in Wales to engage children and young people in the Young Wales programme. This will include supporting Development Officers in the participation opportunities such as residential, facilitating advisory boards on key policy areas and supporting the team with wider consultation work to ensure that children's rights are promoted and upheld in Wales, and that young people are given meaningful opportunities to have a say on issues which are important to them.

## **The main duties and responsibilities:**

- To support the overall development of the Young Wales Programme to ensure children and young people have their voice heard in issues that affect them.
- To engage with a range of partners and networks to ensure that the Young Wales programme is truly accessible and inclusive of all young people in Wales
- To support in the planning and delivery of the Young Wales residential and Young Wales annual festival.
- To have the opportunity to lead on a project or a workstream
- Production of a bi-monthly newsletter style communications for a wide audience in collaboration with the Communications Team
- Provide core administration duties for the Young Wales team including booking Young Wales Volunteers travel and accommodation for events.
- To undertake recording, monitoring and evaluation tasks, and contribute to updates and reports required for Welsh Government officials
- To attend a range of meetings and events as required and feedback to the Young Wales team
- To support with the development of wider resources for the Young Wales team
- To assist with planning and co-facilitation of sessions with young people, including having direct contact with children and young people, as required
- To assist with the planning of events, including drafting risk assessments
- To carry out all of the above in accordance with the aims, values and strategic objectives of Children in Wales, with particular regard to the United Nations Convention on the Rights of the Child (UNCRC) and Child Protection Policies
- To participate fully in the activities of the organisation, and undertake any other tasks requested by the relevant manager

This list is not exhaustive as there may be other duties and responsibilities, which Children in Wales may require the post-holder to perform from time to time in contributing to the delivery of its activities.




# Person Specification

## Key Requirements - Essential:

- Experience of working or volunteering with young people
- Experience of working in a team that supports people or projects effectively by producing good information, data, or research.
- Experience of working as part of a team and on your own initiative.
- Awareness of a Children's Rights approach.
- Awareness of safeguarding and a commitment to continuous learning and development in this area.
- Interest in gaining experience developing positive working relationships with external partners to increase the reach and visibility of the work of Young Wales
- Excellent interpersonal skills and the ability to work with a wide range of people including children, young people, parents/guardians, professionals at different levels, and other stakeholders.
- Good communication skills both verbal and written.
- Evidence of recent training relevant to this post.
- Well-organised and able to work flexibly to meet the requirements of the post
- Commitment to own development in the post; including willingness to undertake further training as required.
- Skilled at writing clear, accessible and engaging content
- Experience of managing digital and social media platforms

## Key Requirements - Desirable:

- Experience of designing and delivering training programmes.
  - Relevant professional qualification.
  - Knowledge of a wide range of services available to children, young people and families
  - The ability to communicate in the Welsh Language or a commitment to learn
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# Background Information

Children in Wales – Plant yng Nghymru is the national representative membership organisation for individuals and organisations from all sectors who work with children, young people and families in Wales. Our membership is drawn from the public-, charitable/not-for-profit- and independent-sectors. Our work will be underpinned by a collaborative approach, which facilitates opportunities for our members, children and young people.

We will work towards our vision in collaboration with our members by:

- Campaigning for the full adoption and implementation of the United Nations Convention on the Rights of the Child at every level of Welsh society.
- Challenging inequalities and promoting equity for all children and young people across Wales.
- Bringing together and amplifying a collective voice for transformational change at a policy level within Wales.
- Promoting and supporting the participation of children and young people within decision-making structures at all levels of government within Wales
- Providing a platform for the sharing of innovative practice across Wales.
- Advocating for the children's sector(s) on priority areas.
- Providing learning and development opportunities for the cross-sector children's professional workforce.
- Undertaking and disseminating research across our membership.

Children in Wales carries out a number of activities in order to meet these aims. These include:

- Organising conferences and seminars
- Providing training
- Supporting and developing strong networks and forums
- Producing and disseminating information
- Representing and consulting with members
- Research
- Direct work with children and young people through our Young Wales project

Children in Wales works in partnership with its sister organisations in England, Scotland and Northern Ireland and has strong links in Europe and internationally.

As a membership organisation we establish networks within Wales in order to represent the views of the constituency, establish common concerns and encourage multi-disciplinary activity. Members can be either corporate or individual and come from a wide variety of interests such as health, education, voluntary organisations, social services or self help groups.

Our work is funded by grants from the Welsh Government, other grant givers and through self-generated income.

A Board of Trustees governs the work of the organisation

<http://www.childreninwales.org.uk/>

