



PLANT YNG NGHYMURU  
CHILDREN IN WALES

# Policy Assistant: Child Poverty & Vulnerable Children

**Application Pack**

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

# Introduction

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 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.

The application process will close on **12 May 2025**.

Our recruitment team 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. Interviews are planned for the **28 May 2025**. The interview will consist of a 15-minute presentation, followed by interview questions.

# Job Description

<b>Job Title:</b>	Policy Assistant: Child Poverty & Vulnerable Children
<b>Reports To:</b>	Senior Policy Officer
<b>Location:</b>	Hybrid – agile working from home and in the Cardiff office
<b>Hours of Work:</b>	21 hours per week
<b>Contract:</b>	Permanent
<b>Salary:</b>	£26,520 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

## About the role:

This post is an exciting opportunity to contribute to our drive to eradicate child poverty in Wales, and our commitment to empower and support vulnerable children to realise all of their rights.

The purpose of the post is to support the development and delivery of high quality, evidence-based policy and influencing work, which helps ensure that all children in Wales, including children living in poverty and vulnerable children\*, have their rights fulfilled and their issues are at the centre of the decision-making process. Working as part of a small team, the post holder will be required to build and maintain strong relationships and partnerships with member organisations working with babies, children, young people and families, as well as partners working in relevant policy areas.

This post will contribute towards delivering the strategic objectives of Children in Wales, including fulfilling our role as a national representative umbrella organisation and in influencing change by shaping national policy and programme development. The role will contribute towards our mission for full realisation of the UN Convention on the Rights of the Child (UNCRC) in Wales, and to ensure that the issues of importance to babies, children and young people, as well as the workforce which works with and for them, are sufficiently amplified.

\*'Vulnerable children' has a broad definition and includes children whose opportunities and wellbeing may be affected by their characteristics, circumstances and/or situation.

## **Main duties and responsibilities:**

- To work with Children in Wales policy colleagues to contribute to our policy and influencing programme of work as it relates to issues concerning child poverty and vulnerable children, including children with additional learning needs.
- To collaborate and work effectively with a broad range of organisations including our members, to support the delivery of key national thematic professional networks as directed and determined by the Children in Wales annual workplan\* and strategic priorities
- To represent Children in Wales in a range of externally led meetings and events, gathering and disseminating information as required
- To work effectively with the Children in Wales communication team to ensure the programme of work is publicised widely and relevant sections of the website are updated
- To gather evidence, research and information to produce written content for publication, including briefings, reports and responses to relevant public consultations
- To keep abreast of current legislation, policy and programme developments in relation to child poverty and vulnerable children, and the impact of changes at a local/regional level.
- To contribute to the delivery of thematic workshops and events
- To contribute to the monitoring and reporting arrangements as determined by our funders, including monitoring and evaluating impact, and producing content for Trustee and Senior Leadership Team reports as required
- To work with Children in Wales colleagues to ensure that the voices and priorities for children and young people inform our work.
- To undertake appropriate administrative tasks in support of the role
- To contribute towards Children in Wales funding bids and income generation as required.
- 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, including through supervision, staff meetings and to undertake any other tasks as required by the Senior Leadership team

\*Presently, this includes the End Child Poverty Network Cymru (ECPN) and the Third Sector Additional Learning Needs Alliance (TSANA)

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

# Personal Specification

## General

You will have the necessary, enthusiasm, motivation and drive, and be able to demonstrate a passion for policy work, and a firm commitment to promoting children's rights and the capacity of babies, children and young people as part of your work. You will need to be able to work flexibly, be an effective communicator and writer, and be able to achieve the key deliverables within agreed timescales. Children in Wales is committed to safeguarding and promoting the rights and needs of babies, children and young people and expects all staff to share that ambition.

## Key Requirements - Essential:

1. Educated to degree level in a relevant subject.
2. Experience of working in a policy or related role in a setting such as in the voluntary sector, public sector, local or national government.
3. A commitment to collaboration and multi-disciplinary partnership working, with an ability to broker, manage and maintain external relationships.
4. An understanding of the drivers of poverty and the issues facing children living in poverty and other vulnerable children living in Wales, including children with additional learning needs
5. Knowledge of relevant legislation, policy, research and practice in relation to child poverty and vulnerable children, including children with additional learning needs
6. An ability to communicate complex and detailed information effectively and in an engaging way using a range of oral, written and other presentational methods.
7. Proven ability to work both autonomously and as part of a small team, and willingness to build strong internal relationships
8. Ability to work creatively on own initiative within agreed guidelines, with excellent organisational and IT skills
9. Ability to meet deadlines, monitoring and reporting arrangements and evaluate the impact of your work
10. Able to demonstrate knowledge of, and a commitment to the values and principles of the United Nations Convention on the Rights of the Child (UNCRC) with a determination to promote its implementation.

## Key Requirements - Desirable

1. Ability to communicate both orally and in writing through the Welsh language
2. Knowledge and understanding of the political environment in Wales, including the Senedd, Welsh Government and local government.
3. Experience of planning and delivering events for professionals

# 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