



PLANT YNG NGHYMRU
CHILDREN IN WALES

YOUNG WALES MANAGER

Application Pack

childreninwales.org.uk

Introduction

Job Title: Young Wales Manager

Reports To: Delivery Director

Location: Hybrid – agile working from home or in the office with Attendance at office required at least twice monthly.

Hours of Work: 35 hours per week

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.

The deadline for applications is Monday 10 February 09:00AM

Interviews will take place on Tuesday 18 February

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.

We are committed to being an anti-racist organisation and increasing diversity by removing barriers and supporting all our staff to reach their potential. We are committed to recruiting Black, Asian and Minority Ethnic people and disabled people who are currently under-represented in Children in Wales.

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

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.

Further Information

Hours of Work: 35 hours per week

Salary Scale: £40,800 per annum

Annual Leave: 25 days per annum

Method of Pay: Salaries are paid directly into staff member's nominated bank account on the 15th of each month

Pension: Children in Wales' employees are automatically enrolled to the Workplace Pension Scheme, but you may choose to opt out.

Place of work: 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

Job Description

Job Title:	Young Wales Manager
Reports To:	Delivery Director
Location:	Cardiff – agile working from home or in the office
Hours of Work:	35 hours per week

Main purpose of role:

To manage and lead the Young Wales Team. Responsibility for operational delivery and contract compliance of the Young Wales programme, and additional participation projects. Relationships Line management of Young Wales participation workers and senior officer. Reporting to Delivery Director. Working with colleagues across Young Wales, Partnerships and Policy Teams. Finance/Resources Responsibility to manage allocated budget in alignment with KPI's

Main duties and responsibilities

- To lead the Young Wales team to deliver the Welsh Government funded programme of work as well as additional participation contracts.
- To lead on developing positive partnerships with children and young people's practitioners across Wales to ensure engagement in Young Wales activities.
- To take responsibility for report writing and recruitment and engagement activities to ensure Young Wales is a representative vehicle for children and young people's voice in Wales.
- To oversee and coordinate all relevant data sets as required for monitoring grants and contracts.
- To support and performance manage up to 5 members of Young Wales staff including the Young Wales Senior Officer.
- To take responsibility for planned and dynamic risk assessment and safeguarding protocols being in place across all Young Wales activity.

To act as one of 3 designated safeguarding leads for the organisation (training to be provided).

- To ensure that all Young Wales environments – online, in—person and at residential are psychologically and physically safe and that all team members, external professionals and other stakeholders are made aware of safeguarding policies and procedures and risk assessments.
- To develop methods of ensuring that children and young people are able to participate in and contribute to the development of the work focusing on inclusion, safeguarding and maximising meaningful impact for participants.
- To lead on meeting Young Wales communications output targets including blogs, articles and social media content.

- To ensure compliance with all monitoring, measurement, evaluation and reporting in relation to the Young Wales programme.
- To provide opportunities for children and young people's effective participation in all devolved Ministerial portfolios in Wales.
- To oversee the development and delivery of a range of activities and training programmes to children and young people in schools, youth groups and Young Wales settings, in partnership with the schools and organisations that support them.
- To work with colleagues to develop bids for relevant grant funding schemes to further our participation work with children and young people.
- To lead the promotion of the Young Wales programme and brand, positioning it as the leading national participation programme in Wales.
- To assist Children in Wales in the delivery of training to professionals.
- Deliver objectives and agreed work programmes to the standards of Children in Wales
- Undertake own administration.
- Undertake any other reasonable duties as requested by the SLT of Children in Wales.

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

General

The role of Young Wales Manager is a crucial role for the delivery of Children in Wales' programme of work embedding Children's Rights in policy and practice. The post-holder will need to be able to work strategically and ambitiously with excellent project management and staff performance management practice in order to lead the flagship participation programme for Children in Wales.

The post holder will be required to travel to events and meetings across Wales.

Key Requirements – Essential

1. Substantial experience of managing youth focused programmes or services
2. Excellent knowledge of approaches and techniques for children and young people's participation and engagement.
3. Expert knowledge and understanding of the National Standards for Children and Young People's Participation.
4. Excellent relationship building, relationship management and collaboration skills.
5. Excellent knowledge of Children's Rights and their practical application.
6. Excellent knowledge of the context of children and young people's participation and children's rights in Wales.
7. Excellent knowledge and working understanding of the political environment in Wales, including the Senedd, Welsh Government and local government.
8. Excellent knowledge of Safeguarding in practice including contextual and digital safeguarding and a commitment to continuous learning and development in this area.
9. Strong interpersonal and communication skills (written and verbal) whilst collaborating with colleagues and external stakeholders.
10. Able to work effectively in a team, collaborating with colleagues and external stakeholders.
11. Able to represent Children in Wales with external audiences.
12. Effective organisational skills.
13. Able to produce a range of written resources, including good practice guides and toolkits for external audiences.

14. Able to meet deadlines and motivated by targets.
15. Strong project/programme delivery track record.
16. Ability to engage and motivate partners/stakeholders.
17. Ability to manage a complex and varied workload.

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/>

