



PLANT YNG NGHYMURU  
CHILDREN IN WALES

# RESEARCH & ENGAGEMENT OFFICER

Application Pack

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



# Introduction

**Job Title:** Research & Engagement Officer

**Reports To:** Projects and Partnerships Manager

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

**Hours of Work:** 14 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 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 at **12pm 3<sup>rd</sup> July 2024**

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.

If successful in progressing to interview, you will be notified via the email address provided to us. Candidates will need to be available for an online interview on either **10<sup>th</sup> or 11<sup>th</sup> July 2024.**



# Further Information

<b>Contract:</b>	Fixed Term to 11 <sup>th</sup> November 2024
<b>Hours of Work:</b>	14 hours per week
<b>Salary Scale:</b>	£34,000 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.

# Job Description

<b>Job Title:</b>	Research & Engagement Officer
<b>Reports To:</b>	Projects and Partnership Manager
<b>Location:</b>	Cardiff - agile working from home or in the office
<b>Hours of Work:</b>	14 hours per week

## **Main purpose of role:**

The Development Officer will be responsible for supporting and delivering on the final phase of this Young People-led research project involving young people as peer researchers. The post holder will work with colleagues to support young people to take forward their peer-research project around climate change. Specifically in this final phase of the project you will ensure that the research and data analysis undertaken by the young people will result in a co-produced final report which will be disseminated widely including planning of a 'Sumit' where young researchers can present their findings.

The UNCRC in particular Article 12 is a key driving force within this role and the post holder will need to demonstrate sound knowledge and expertise in enabling children and young people to participate effectively and have their views heard to inform policy and practice development whilst empowering children and young people from diverse backgrounds across Wales.

## **Main duties and responsibilities:**

- Maintain the strong relationships with partners to ensure that objectives of the final phase of the project are delivered effectively
- Continue to develop the existing networks in Wales that focus on the specific area of work.
- Support on the continued provision of a robust participatory youth engagement model which focuses on engagement and reaching young people from diverse backgrounds across Wales.
- Lead and support young people to finalise their peer research project through development of a co-produced report based on their findings and analysis.
- Disseminating this information in a creative way supporting the ideas of young people to do this.
- To develop methods of ensuring that children and young people are able to participate in and contribute to the development of the work and consulting with other young people.
- Ensure children & young people are recognised as volunteers and acknowledged for their voluntary time
- Continue to ensure opportunities for young people to build their capacity to enable them to develop their skills and knowledge and become effective peer-leaders.
- Promote the opportunities for children & young people to build on their skills development through accreditation mechanisms
- Promote and work in line with CIW safeguarding of children and young people to ensure a safe and supportive experience for those involved.

- To plan and coordinate meetings with partners and young people when required
- Be responsible for monitoring and reporting to partners and funders.
- Deliver objectives and agreed work programmes to the standards of Children in Wales
- Undertake appropriate administration tasks in support of the project.
- To represent the organisation at a range of meetings and events as required
- Undertake any other reasonable duties as requested by the relevant manager in Children in Wales.
- Carry out all of the above in accordance with the aims, values and strategic vision of CIW with particular regard to the UNCRC and child protection policies.

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

## Essential

1. Qualified to graduate level (or commensurate relevant experience and training) with at least 1 years' experience of working with children and young people gained in a specific setting such as voluntary sector, local government, social research, youth work, social work or formal teaching.
2. Experience of delivering original, high-level individual and collaborative research projects and consultations, demonstrating an understanding of qualitative and quantitative research methods – specifically methods suitable for engagement and participation of children and young people, ethics and equal opportunities.
3. Experience of data collection, analysis and drawing relevant conclusions, preparing and writing high quality papers and reports for both professionals and young people.
4. Knowledge and understanding of the United Nations Convention on the Rights of the Child (UNCRC) and the ability to work from a child rights perspective.
5. Experience of multi-disciplinary working, involving both the statutory and voluntary sectors.
6. Ability to work creatively on own initiative and as part of a team, within agreed guidelines with good organisational skills, able to plan and prioritise work to meet deadlines.
7. Proven ability to communicate effectively with children and young people, organisations and professionals, individuals and the media using a range of oral, written and other presentational skills.
8. Experience of organising meetings, understanding group dynamics, meeting deadlines and moving matters forward to completion.
9. Able to show an awareness of and be sensitive to equal opportunities and anti-racist practice.
10. Awareness & understanding of safeguarding young people/adults/families
11. Skilled at writing clear, accessible and engaging content with ability to disseminate information through various networks and pathways.

## Desirable

1. Post graduate qualification in a relevant field, such as social sciences, youth and community development, education.
2. Proficiency in developing and maintaining databases.
3. Experience of managing digital and social media platforms
4. Ability to communicate both orally and in writing through the Welsh language.
5. Current driving licence/able to meet the travel requirements of the post.
6. Experience and understanding of policy, research and practice in relation to children and young people's participation across the UK and able to demonstrate a commitment to the values and principles of the UNCRC and a determination to promote its implementation effectively, based on a knowledge of current children and young people's issues in Wales.

# Background Information



Children in Wales – Plant yng Nghymru is the national umbrella body for organisations and individuals who work with children, young people and their families in Wales.

Together we:

- Contribute to making implementation of the UN Convention on the Rights of the Child a reality in Wales
- Fight for sustainable quality services and fair shares for all children and young people
- Ensure special attention and treatment for children in need and those who are marginalised
- Ensure children and young people have a voice

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

- Organising conferences and webinars
- 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

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.