



PLANT YNG NGHYMURU
CHILDREN IN WALES

YOUNG WALES DEVELOPMENT OFFICER

Application Pack

childreninwales.org.uk



Introduction

Job Title: Young Wales Development Officer

Reports To: Young Wales Manager

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 6th August 2024

Interviews will take place on 12th or 13th August 2024



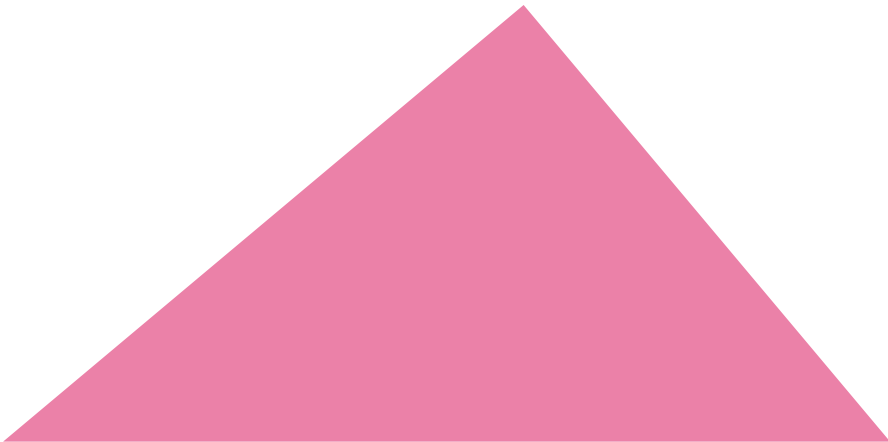


Further Information

Contract:	Fixed term until 31 st March 2025 with the possibility of extension
Hours of Work:	21 hours per week
Salary Scale:	£34,000 per annum pro rata
Annual Leave:	25 days per annum pro rata
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

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



Job Description

Job Title:	Young Wales Development Officer
Reports To:	Young Wales Manager
Location:	Cardiff – agile working from home or in the office
Hours of Work:	21 hours per week

Main purpose of role:

The Development Officer (Young Wales) alongside colleagues will be responsible for developing and implementing Children in Wales' Cymru Ifanc - Young Wales participation programme, through direct work with a diverse range of children and young people and the practitioners and the organisations that support them, namely:

To inform and enable children and young people to participate effectively and have their views heard by Ministers and policy makers through Young Wales and other participation activity, in order to inform policy and practice development whilst empowering children and young people.

Support the implementation of Article 12 of the UNCRC by gathering the voice of the child to inform policy development.

The main duties and responsibilities:

- To undertake consultation with children and young people, analysing the responses and drafting reports for a range of audiences.
- To provide opportunities for children and young people's effective participation in all devolved Ministerial portfolios in Wales.
- To plan and coordinate meetings, and events for young people throughout Wales.
- Engage with and reach a wide number of children and young people from across Wales as part of the Young Wales consultation activity – recognising the diversity and complexity of the child/young person population across the whole of Wales.
- Develop and provide opportunities for young people to build their capacity to enable them to develop their skills and knowledge, and become effective peer-leaders.
- To develop methods of ensuring that children and young people are able to participate in and

contribute to the development of the work.

- To create content for website and social media to engage children and young people and those supporting them, celebrate achievements and disseminate examples of good practice in supporting the effective participation of children and young people.
- Develop partnerships and good working relationships with professionals working across health, education, social care and the third sector to work collaboratively to promote issues and concerns affecting children and young people.
- Undertake any other reasonable duties as requested by the relevant manager in 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.

Personal Specification

General

This post is an exciting opportunity to be at the cutting edge of developing children and young people's participation in Wales. You will need to work closely with colleagues in the organisation, with partners in member organisations and external stakeholders to undertake participatory engagement and consultations. Overall, the post holder needs to be able to work flexibly and build on existing and new working relationships to deliver a challenging work programme.

Key Requirements - Essential

1. Qualified to graduate level with at least 2 years' experience of working with and supporting children and young people such as within the voluntary sector, local government, social research, youth work, social work, education or formal teaching.
2. Experience of planning and delivering original, high-level individual and collaborative programmes, advisory groups or consultations, or focus groups, 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. Excellent knowledge of Children's Rights and their practical application.
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. Ability to effectively plan, deliver and coordinate multiple consultations or programmes simultaneously.

11. Excellent knowledge of Safeguarding in practice including contextual and digital safeguarding and a commitment to continuous learning and development in this area.

Key Requirements - Desirable

1. Post graduate qualification in a relevant field, such as social sciences, youth and community development, education or specific training in relation to supporting children and young people.
2. Proficiency in developing and maintaining databases.
3. Experience of web development.
4. Current driving license / able to meet the travel requirements of the post
4. Ability to communicate both orally and in writing through the Welsh language or a commitment to learn.

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/>

