



PLANT YNG NGHYMURU
CHILDREN IN WALES

Development Officer: Children Act – C&YP Strategy Project

Application Pack

childreninwales.org.uk



Introduction

Job Title: Development Officer (Children Act – C&YP Strategy Project)

Reports To: Director

Location: Cardiff

Hours of Work: 21 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 application process will close on **23rd November 2021**


Together we're building an inclusive and welcoming culture where everyone can thrive at work. We particularly welcome applications from candidates who are disabled, Black, Asian and Minority Ethnic (BAME) and LGBTQ+.

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.

The successful candidate for this post will be required to complete an Enhanced DBS (Disclosure and Barring Service) check and all information provided during the application process will be retained as part of your employee file.

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 by the **30th November 2021**. Interviews are planned for the **7th December 2021**. The interview will consist of a 15 minute presentation, followed by interview questions.



Further Information

Contract:	Fixed Term until August 2022 (with potential for extension)
Hours of Work:	This is a part-time post of 21 hours per week
Salary Scale:	£32,878 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:	Children in Wales, 21 Windsor Place, Cardiff CF10 3BY (Home working/Agile working options can be negotiated on appointment)

Job Description

Job Title: Development Officer (Children Act – C&YP Strategy Project)

Reports To: Director

Location: Cardiff

Hours of Work: 21 hours per week

Main purpose of role:

The purpose of the post is to contribute towards the implementation of the Children (Abolition of Defence of Reasonable Punishment) (Wales) Act 2020 by designing and delivering a children and young people strategy. The Act is due to come into force on 21st March 2022. The overarching aim of the Act is to help protect children's rights by prohibiting the physical punishment of children by parents and those acting in loco parentis within Wales, including visitors to Wales.

The programme of work will focus on three central objectives

- Develop an engagement plan in consultation with relevant stakeholders including young people.
- Develop relevant resources for schools and other organisations, on the changes in law, embedded within the context of children's rights and complimentary legislative developments.
- Develop an awareness-raising plan to help promote the resources and cascade information about the legislative changes

The post holder will actively engage with a range of professionals and young people in Wales to inform the content of the strategy and the development of resources to assist in their direct engagement with children and young people on the changes.

Main duties and responsibilities:

A. Engagement

- To carry out a mapping exercise of the organisations in Wales who would benefit from receiving information about the changes in law to inform their direct work with children and young people. This activity would involve scoping relevant organisations in Wales, as part of an engagement plan, and to develop effective and collaborative working relationships.
- To secure meaningful input from children and young people on all aspects of the engagement plan and strategy for children and young people in line with the National Participation Standards for Children and Young People

B. Resources

- To develop a suite of resources for professionals, including schools, to assist their engagement with children and young people on the law changes within a child rights framework. These tasks would be informed by the needs of organisations; the views of children and young people, and will complement the current promotional activities being delivered by the Welsh Government to promote the legislative changes.

C. Awareness Raising

- To develop and deliver an awareness raising plan focused on promoting the resources and to cascade information about the legislative changes. Resources will be promoted to children, schools and other relevant organisation in the public and third sector as informed by the engagement plan.

D. General

- To analyse and have a full understanding of the purpose and intention of the Children (Abolition of Defence of Reasonable Punishment) (Wales) Act 2020.
- To establish robust monitoring arrangements and contribute to performance evaluation and reporting requirements for the project.
- To work collaboratively with Children in Wales staff in support of some of the deliverables for this project and to contribute to the policy and practice programme, particularly as it relates to issues pertaining to children's' rights
- To undertake appropriate administrative tasks in support of the project.
- To produce briefings, reports and articles which promote the work of the project and promising practices to all relevant stakeholders
- To represent the organisation at a range of meetings and events 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, and undertake any other tasks requested by the relevant manager and 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 contribute towards enhancing awareness, knowledge and understanding amongst children, young people and professionals of the legislative changes being introduced by the Children (Abolition of Defence of Reasonable Punishment) (Wales) Act 2020. You will have the necessary passion, drive and a solid commitment to promoting children's rights as the foundation for your work, and a firm commitment to the principles and intention of the new legislation.

You will work closely with colleagues in the organisation, and develop and maintain effective working relationships with key stakeholders, including our funders. The post-holder will need to be an effective communicator, creator and writer, and be able to work flexibly and achieve the key deliverable within the projects timescales.

Key Requirements - Essential

1. Educated to degree level in a relevant subject.
2. At least 2 years' experience of direct operational work in the statutory, education, voluntary or related sector
3. Experience of, and an ability to produce clear, concise and engaging resources and content for professional learning materials, training and presentational purposes
4. An ability to communicate detailed and complex information effectively to a wide range of people
5. Experience and proven ability of developing effective ways for engaging children and young people
6. Experience of multi-disciplinary working, involving both the public and voluntary sectors, with an ability to broker and sustain new partnerships and relationships.
7. Demonstrable knowledge and understanding of relevant legislation, policy, research and practice in Wales
8. 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) and the Children (Abolition of Defence of Reasonable Punishment) (Wales) Act 2020 with a determination to promote its implementation effectively.
9. Ability to work creatively on own initiative within agreed guidelines, with good organisational skills, and be able to meet deadlines, plan and prioritise work, with good IT skills.
10. Excellent interpersonal and oral skills
11. Excellent IT and written communication skills
12. Proven ability to work within a small team with strong team building skills

Key Requirements - Desirable

1. Ability to communicate both orally and in writing through the Welsh language
2. Working knowledge and experience of digital media, design tools and software packages
3. Experience of working with children and young people gained in a specific setting such as a school, the voluntary sector, local government or social work
4. Excellent understanding of Welsh politics, and UK policy matters of relevance to Wales
5. Proficiency in developing and maintaining databases.
6. Experience of successfully obtaining funding from trusts, foundations or other institutional donors

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. The organisation was established in February 1992 as a registered charity. We are a membership body, and our members are drawn from the third, statutory and independent sectors.

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 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/>

