



PLANT YNG NGHYMURU  
CHILDREN IN WALES

# DEVELOPMENT OFFICER PARTICIPATION

Application Pack

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



# Introduction

<b>Job Title:</b>	Development Officer - Participation
<b>Reports To:</b>	Senior Development Officer - Participation
<b>Location:</b>	Cardiff – agile working from home or in the office
<b>Hours of Work:</b>	28 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 **noon 16<sup>th</sup> November 2021.**


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.

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. Interviews will take place on **25<sup>th</sup> November 2021.**

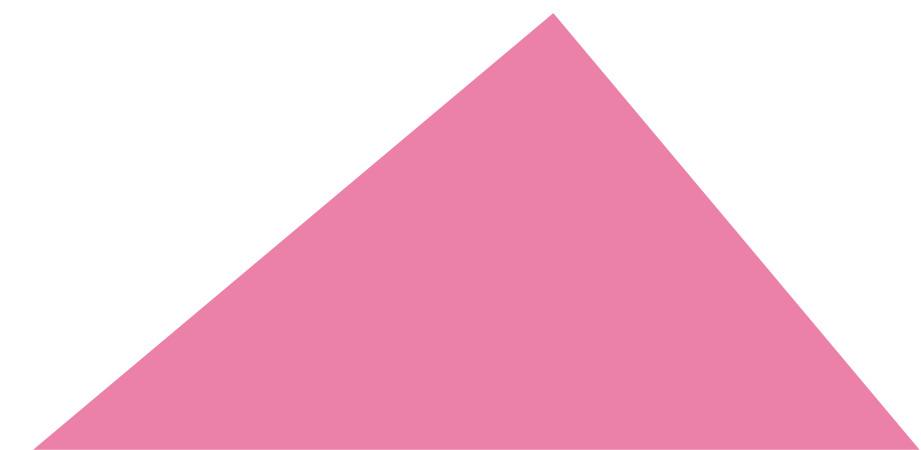
Together we're building an inclusive and welcoming culture where everyone can thrive at work. We particularly welcome applications from candidates who are Disabled, Black, Asian and Minority Ethnic (BAME) and LGBTQ+





# Further Information

<b>Contract:</b>	Permanent
<b>Hours of Work:</b>	28 hours per week
<b>Salary Scale:</b>	£32,878 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.
<b>Place of work:</b>	Children in Wales, 21 Windsor Place, Cardiff CF10 3BY



# Job Description

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<b>Reports To:</b>	Senior Development Officer - Participation
<b>Location:</b>	Cardiff – agile working from home or in the office
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## Main purpose of role:

The Development Officer (Participation) with colleagues will be responsible for developing and implementing Children in Wales' policy and public education work, including Cymru Ifanc - Young Wales, 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.

## Main duties and responsibilities:

### 1. *Cymru Ifanc - Young Wales*

- 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.
- Investigate 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 maintain, update and promote the website and social media as a tool to recruit 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.

### 2. *Policy Development*

- Analyse policy, data and research information and produce briefings for a range of internal and external audiences.
- Contribute to policy responses for Children in Wales to Welsh and UK Government consultations and any other policy matters in line with our organisations strategy and aims.

- Develop and implement appropriate methods for identifying policy and public education issues for development in conjunction with colleagues in Children in Wales.

### **3. Policy and Practice**

- 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.
- Develop the existing networks in Wales that focus on the specific area of work.

### **4. Organisation and Management**

- With the Business Development and Delivery Director and colleagues, contribute to the effective implementation of the planning and delivery process within Children in Wales
- Support the delivery, monitoring and evaluation of current funding schemes
- To assist Children in Wales in the delivery of vocational training
- 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 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

The job of Development Officer 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**. The post holder will focus on research and consultations with children and young people, data analysis and report writing. 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 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. Substantial 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. 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.

## Key Requirements – 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 web development.
4. Ability to communicate both orally and in writing through the Welsh language.

# 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/>