



PLANT YNG NGHYMURU
CHILDREN IN WALES

YOUNG WALES VOLUNTEER ENGAGEMENT OFFICER

Application Pack

childreninwales.org.uk

Introduction

Job Title: Volunteer Engagement Officer

Reports To: Senior Officer Participation

Location: Cardiff – agile working from home or in the office with monthly face to face meetings in Cardiff as a minimum.

Hours of Work: 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 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 9am Monday 15th January 2024

Interviews will take place on Friday 26th January 2024

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.

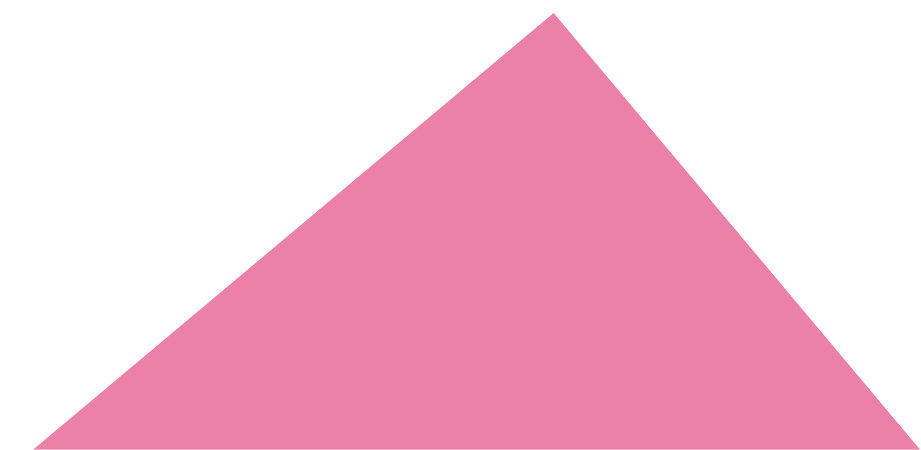
In the interests of economy we can only acknowledge receipt of your application by email.

If successful in progressing to interview, you will be notified via the email address provided to us.



Further Information

Contract:	Fixed term until 31 st March 2025 with possibility of extension
Hours of Work:	28 hours per week
Salary Scale:	£33,864 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 15 th 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 – agile working from home or in our office



Job Description

Job Title:	Volunteer Engagement Officer
Reports To:	Young Wales Senior Officer Participation
Location:	Cardiff – agile working from home or in the office
Hours of Work:	28hours per week

Main purpose of role:

To provide inspiring leadership for Children in Wales in delivering the Young Wales Volunteering Programme. This will include recruiting and supporting young people from across Wales to access volunteer opportunities as well as leading on the delivery of residential and annual festivals to ensure a meaningful engagement opportunity for Young Wales volunteers. The post holder will work within a vibrant Young Wales team to build and maintain strong relationships both within and outside of the organisation to ensure that objectives are delivered effectively; the contributions of volunteers are recognised and celebrated; and that we provide an excellent experience for our volunteers.

Main duties and responsibilities

1. Recruitment, Training & Induction

- Deliver an engaging recruitment campaign and oversee the recruitment process for Young Wales Volunteers with a focus on an annual Spring intake as well as a rolling programme of onboarding.
- Deliver an enjoyable and rewarding training and induction plan for all our volunteers which may include bespoke profiles to ensure a richness of opportunity
- Planning and delivery of learning and engagement opportunities via quarterly residentials and our annual Young Wales Festival.

2. Engagement and Support

- Ensure access and inclusion to the volunteering opportunities by working with partners to remove barriers to participation in the Young Wales Volunteering Programme
- Offer a comprehensive support package to Young Wales Volunteers so that they feel able to fully engage in opportunities and that all their needs are considered.
- Lead on the integration of a volunteer management system and subsequent reviews of the system.
- Lead on the planning for Young Wales Residentials and Annual Festival Volunteers including ensuring the voice of young people is included in this planning. This will involve occasional weekend work

3. Learning and Development

- Ensure Young Wales Volunteers have the opportunity to participate in Agored Cymru accredited training and development opportunities
- Coordinate any accredited learning take-up and assessment
- Identify ways to celebrate learning and development successes during the programme

4. Quality, Impact & Experience

- Develop and deliver an effective feedback mechanism to collate information and evidence regarding the experience of the Young Wales Volunteering programme.
- Ensuring equality, diversity and inclusion across our volunteering opportunities, recruitment and experiences for young people from a diverse range of backgrounds
- Promote and lead on safeguarding of children and vulnerable adults within the support mechanisms to enable a safe and supportive experience for our volunteers
- Reporting on uptake and engagement of the volunteer programme including narrative reports and datasets from the volunteer management system
- Develop a measuring tool to consider distance travelled for young volunteers in both skills development and soft skills progress.

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 job of Volunteering Engagement Officer is an exciting opportunity to be at the cutting edge of developing Young Volunteering experiences in Wales. You will need to work closely with colleagues in the organisation, and with partners in member organisations.

The post holder will need to be able to work flexibly and build good working relationships to ensure

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

Key Requirements – Essential

Education and Experience:

- Experienced volunteer manager and/or experienced youth engagement worker
- Knowledge of good practice and legislation in volunteering and how to apply it to the children and young people sector
- Experience of recruitment, development and recognition of volunteers
- Awareness of a Children's Rights approach
- An understanding of the principles of equality, diversity and inclusion in relation to volunteering
- Experience of working collaboratively with others
- Experience of facilitating engaging training and learning opportunities for young people

Abilities, skills and aptitudes

- Able to manage databases/digital systems to oversee volunteer programmes
- Able to produce clear, concise and informative reports, briefings, policies
- Excellent interpersonal and oral skills
- Able to work within a team including forums for children and young people
- Able to implement work programmes to high standards and work to deadlines
- Able to represent Children in Wales within appropriate forums
- An understanding of the challenges and benefits of volunteering within Wales
- Ability to plan and deliver events focused on young people's participation

Key Requirements – Desirable

Education and Experience

- Experience of organising and delivering volunteering recruitment and recognition events
- Experience in producing a range of written materials, including training and induction plans
- An understanding of monitoring, evaluation and reporting to grant bodies
- The ability to communicate in Welsh, or a commitment to learn
- Experience of working within child protection and protection of vulnerable adults policy and guidance
- Experience of delivering accredited training

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/>

