



PLANT YNG NGHYMRU
CHILDREN IN WALES

YOUTH ENGAGEMENT WORKER

Application Pack

childreninwales.org.uk

Introduction

Job Title: Youth Engagement Worker

Reports To: Senior Officer Projects

Location: Agile working from home or in the office (CIW office Cardiff / FAW offices Newport, Cardiff or Wrexham)

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 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 **9am 26th February 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.

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 **5th March 2024**.



Further Information

Contract: Permanent

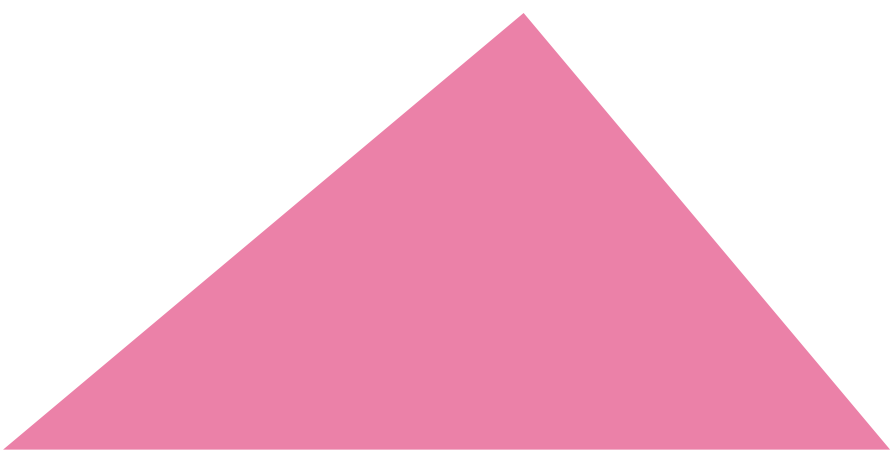
Hours of Work: 21 hours per week

Salary Scale: £25,750 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.



Job Description

Job Title:	Youth Engagement Worker
Reports To:	Senior Officer Projects
Location:	Cardiff, Newport, Wrexham – agile working from home or in the office
Hours of Work:	21 hours per week

Main purpose of role:

To **support** and **assist** the work of the development officer with the delivery of our exciting newly WCVA funded project in partnership with the Football Association of Wales (FAW)

You will be responsible for providing vital support to ensure that the projects programme of work is delivered effectively. The post holder will work with the development officer to implement the role out of our current Young Wales model of youth engagement and participation to support the FAW's youth engagement initiatives.

You will be required to encourage a participatory practice through a right's-based approach, which is heavily focused on young people's learning and skills development.

You will contribute to the wider work of Children in Wales, in particular our Young Wales work to ensure that children's rights are promoted and upheld in Wales, and that young people are given meaningful opportunities to have a say on issues which are important to them.

The main duties and objectives of the post are to:

- To effectively support the development officer in achieving the aims and objectives of the project
- To ensure effective delivery of the work programme through supporting activities, workshops, resources and/or engagement with young people when required.
- Work with key partners to embed and support the Young Wales model of youth engagement and participation
- To undertake appropriate administrative tasks in support of both projects in line with Young Wales & CIW processes as required including proof reading resources and reports
- To undertake recording, monitoring and evaluation tasks, and contribute to updates and reports required for Funders and partners.
- To represent the organisations at a range of meetings and events as required to include minute taking and capturing actions/notes and proactively following up on actions to ensure timely delivery;

- To assist with the planning of sessions, events, meetings or workshops and communications for social media and digital platforms
- To ensure that all activity and engagement with young people complies with safeguarding legislation, policies and procedures including Risk Assessments.
- To carry out all of the above in accordance with the aims, values and strategic objectives of Children in Wales/FAW, with particular regard to the United Nations Convention on the Rights of the Child (UNCRC) and Child Protection Policies
- Liaise and work collaboratively with colleagues at all levels within the organisation to ensure the effective delivery, cross department projects, and integrated approaches to work with young people.
- To participate fully in the activities of the organisation, and undertake any other tasks requested by the relevant manager

This list is not exhaustive as there may be other duties and responsibilities, which Children in Wales / FAW may require the post-holder to perform from time to time in contributing to the delivery of its activities.

Person Specification

General

The United Nations Convention on the Rights of Children (UNCRC), in particular Article 12, is a key driving force behind this work and the post holder will need to demonstrate 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.

Key Requirements – Essential

- Minimum of 1 year working directly with young people in a youth or education setting.
- Experience of working in a team that supports people or projects effectively by producing good information, data, or research.
- Experience of working as part of a team and on your own initiative.
- Knowledge and understanding of a Children's Rights & Participation approach.
- Ability to develop positive working relationships with external partners
- Approachable with the ability to work with a wide range of people including children, young people, parents/guardians, professionals at different levels, and other stakeholders.
- Knowledge and understanding of key policies in relation to children and young people
- Good communication skills both verbal and written.
- Evidence of recent training relevant to this post.
- Current driving licence/able to meet the travel requirements of the post.
- Able to work flexibly to meet the requirements of the post
- Commitment to own development in the post; including willingness to undertake further training as required.
- Experience of Microsoft applications, for example Teams, Word, Excel, Outlook and PowerPoint.

Key Requirements – Desirable

- Knowledge and interest in youth engagement/football.
- Experience of designing and delivering training programmes.
- Relevant professional qualification.
- Skilled at writing clear, accessible and engaging content
- Knowledge of a wide range of services available to children, young people and families
- Experience of managing digital and social media platforms
- Welsh Language

Background Information

FAW VALUES

Our values underpin the FAW vision and guide all aspects of our work:

Excellence – we approach every challenge with determination and a drive to deliver our very best in all we do. We display commitment, motivation, discipline and perseverance, and hold ourselves accountable for results. In every aspect of business and sport, we strive to excel.

Family – we promote a welcoming culture of warmth and belonging where everyone is embraced. Through the power of the collective, we'll continue to expand our football family, welcoming anyone who wants to achieve great things for Wales

Respect – we believe that different ideas, strengths, interests, and cultural backgrounds are fundamental for success. We'll earn the respect of others through our commitment to be open, honest and ethical.

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.