



PLANT YNG NGHYMURU  
CHILDREN IN WALES

# **DEVELOPMENT OFFICER YOUTH ENGAGEMENT / FA WALES**

**Application Pack**

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



# Introduction

- Job Title:** Development Officer – Youth Engagement / FA Wales
- 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 4<sup>th</sup> December 2023**

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.

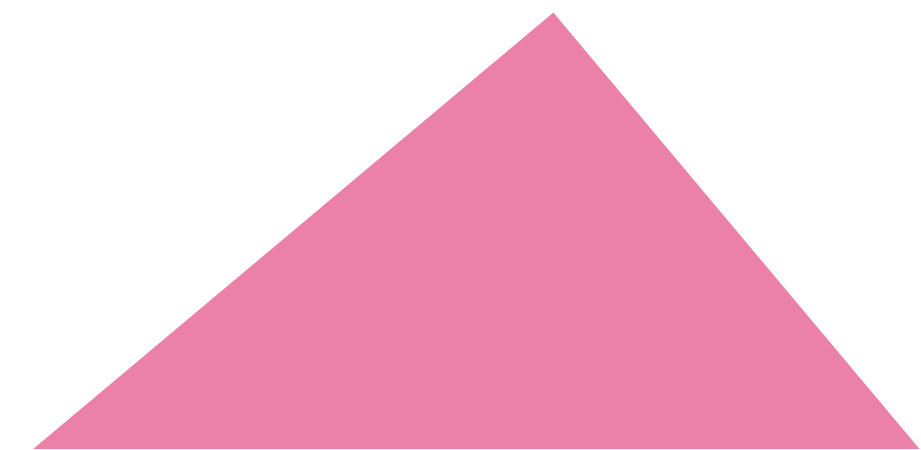
If successful in progressing to interview, you will be notified via the email address provided to us. Interviews will take place on **11<sup>th</sup> / 12<sup>th</sup> December 2023**.





# Further Information

<b>Contract:</b>	Permanent
<b>Hours of Work:</b>	21 hours per week
<b>Salary Scale:</b>	£33,864 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.



# Job Description

<b>Job Title:</b>	Development Officer – Youth Engagement / FA Wales
<b>Reports To:</b>	Senior Officer Projects
<b>Location:</b>	Cardiff, Newport, Wrexham – agile working from home or in the office
<b>Hours of Work:</b>	21 hours per week

We are seeking to appoint a dynamic and energetic individual to support with the delivery of our exciting newly WCVA funded project in partnership with the Football Association of Wales (FAW)

## Main purpose of role:

- The Development Officer will be responsible for leading, guiding and implementing the role out of our current Young Wales model of youth engagement and participation to support the FAW's youth engagement initiatives.
- Working closely with the FAW the post holder will be required to provide professional advice, guidance, learning and monitoring to support the FAW's youth initiatives, ensuring participatory practice through a right's-based approach, which is heavily focused on young people's learning and skills development.
- 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.

## The main duties and responsibilities:

- Build and maintain strong relationships with partners to ensure that objectives of the project are delivered effectively
- Work with key partners to embed the Young Wales model of youth engagement and participation
- Lead on provision of a robust and participatory youth engagement model which focuses on recruitment and reaching young people from diverse backgrounds.
- Provide advice, guidance and training to partners, so they are able to effectively embed a children's rights and participation approach to their work
- Develop and grow existing links for children & young people to be acknowledged for their voluntary time through the provision of time credits
- Investigate and promote the opportunities for children & young people to build on their skills development through accreditation mechanisms
- Take a lead role in the monitoring and evaluation of the Young Wales model as a tool to enhance CIW's effective engagement with partner organisations
- Promote and work in line with CIW policies relating to the safeguarding of children and young people, to ensure a safe and supportive experience for those involved
- Plan and coordinate meetings with partners and young people when required
- Take responsibility for monitoring and reporting to partners and funders
- Deliver objectives and agreed work programmes to the standards of Children in Wales and the Football Association of Wales.

- Undertake appropriate administration tasks in support of the project.
- To represent the organisation at a range of meetings and events as required
- Undertake any other reasonable duties as requested by the relevant manager in Children in Wales and the Football Association of Wales.
- Carry out all of the above in accordance with the aims, values and strategic vision of CIW/FAW with particular regard to the UNCRC and child protection policies.

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

You will need to work closely with colleagues in the organisation, with partners in member organisations and external stakeholders. 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

- 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.
- Experience of delivering and developing original, high-level individual and collaborative projects using core methods suitable for engagement and participation of children and young people, ethics and equal opportunities.
- Experience of data collection, analysis and drawing relevant conclusions, preparing and writing high quality papers and reports for both professionals and young people.
- 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.
- Experience of multi-disciplinary working, involving both the statutory and voluntary sectors.
- 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.
- 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.
- Experience of organising meetings, understanding group dynamics, meeting deadlines and moving matters forward to completion.
- Able to show an awareness of, and be sensitive to equal opportunities and anti-racist practice.
- Awareness & Understanding of safeguarding young people/adults/families

## Key Requirements – Desirable

- Post graduate qualification in a relevant field, such as social sciences, youth and community development, education.
- Proficiency in developing and maintaining databases.
- Experience of managing digital and social media platforms.
- Ability to communicate both orally and in writing through the Welsh language.
- Current driving licence/able to meet the travel requirements of the post.

## Personal Qualities:

- Excellent interpersonal skills to build relationships with a wide range of people.
- A rapid learner so as to quickly understand the nature of the charity, its services and aims.
- A creative, flexible and strategic thinker
- Skilled at writing clear, accessible and engaging content

# 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 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

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/>

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