



PLANT YNG NGHYMURU  
CHILDREN IN WALES

# TRAINING OFFICER

Application Pack

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



# Introduction

<b>Job Title:</b>	Training Officer
<b>Reports To:</b>	Senior Training Officer
<b>Location:</b>	Cardiff – agile working from home or in the office
<b>Hours of Work:</b>	35 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 8th<sup>rd</sup> June 2022**

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 **27<sup>th</sup> June 2022**.



# Further Information

<b>Contract:</b>	Fixed term – 12 months with the possibility of extension
<b>Hours of Work:</b>	35 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

<b>Job Title:</b>	Training Officer
<b>Reports To:</b>	Senior Training Officer
<b>Location:</b>	Cardiff – agile working from home or in the office
<b>Hours of Work:</b>	35 hours per week

## Main purpose of role:

The post holder will be responsible for the development and delivery of effective, high quality training which includes Safeguarding and other children's sector related content. Training will take place virtually online or face to face at venues throughout Wales.

The Training Officer will also contribute to the development, marketing, and provision of an effective, high quality accredited and non-accredited learning and development programme for individuals and organisations who work with and for children, young people and their families in Wales.

The Training Officer, working within a team will proactively seek new opportunities in which to develop the training programme further and ensure that its contents reflect the strategic objectives of Children in Wales in relation to the UNCRC, and relevant legislation

## The main duties and objectives of the post are to:

- Work with colleagues to develop and maintain a rolling Children in Wales training programme for statutory, voluntary and independent sector organisations who work with and for children, young people and their families in Wales.
- Develop and deliver accredited and non-accredited training courses within the programme online virtually or face to face, which is informed by up-to-date and comprehensive knowledge of current demands within the relevant professional sectors that are responsive to Children in Wales' brief and the priority agenda in Wales.
- Assist with the maintenance and further development of a portfolio of training that can be commissioned on an ad hoc and in house basis by organisations, drawing on children's sector experience or subject matter expertise.
- Identify and proactively pursue new opportunities to expand and grow the existing Children in Wales training programme, maintaining relationships with key account holders and commissioners.
- Assist with the identification, commissioning and contracting of training providers (individuals and organisations) with recognised expertise in their fields to contribute to the training programme
- Participate in the quality assurance of the training programme through the development and consistent application of in-house evaluation tools and the achievement of external accreditation for provision where appropriate
- Identify opportunities for the involvement of children and young people within the training programme, considering equality, diversity and inclusion within content development and delivery.

- Assist with the production of reports including collation of information for quarterly Business Plan reports, Trustee Boards and Senior Leadership Team as required
- Work with other Children in Wales staff to develop a branded marketing programme and disseminate information to include the use of the Children in Wales website
- Assist the Senior Training Officers to ensure that the Children in Wales training programme makes an agreed financial contribution to the organisation
- Ensure that the training programme and its contents reflect the strategic objectives of Children in Wales in relation to the UNCRC
- To develop and contribute towards Children in Wales funding bids as required
- Participate in individual supervision meetings, planning and review meetings, and in regular staff meetings
- Carry out appropriate administrative tasks in support of own work as required
- Represent the organisation at a range of meetings and events as required
- Promote and make a positive contribution towards the bilingual policy of the organisation
- Undertake any other tasks in agreement with the line manager, Business Development & Delivery Director or Chief Executive

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

## Key Requirements – Essential

- Qualified to degree level or have equivalent relevant experience within the children's sector in Wales
- A good working knowledge of the child protection system from initial concerns to referral and the processes involved
- An area of specialist relevant knowledge e.g. Child development, leadership and management, Risky Behaviours, Additional Learning Needs
- At least two years' experience in a training role or equivalent
- Able to demonstrate a commitment to the values and principles of Children in Wales and a determination to promote its development effectively
- Well-developed written and oral communication skills
- Excellent planning and organisational skills
- Experience of designing, developing and delivering training packages
- Competence in working with information and technology with experience of using online delivery tools such as Microsoft Teams and Zoom effectively
- Demonstrate an understanding of quality assurance
- Ability to work independently and as part of a team
- Able to show an awareness of and be able to demonstrate the ability to deliver training which ensures equality, diversity and inclusive practice
- Knowledge of current policy trends within the children and families' sector, children's rights, participation and public policy.
- A good understanding of the needs of staff and agencies working with children, young people and their families
- Demonstrate understanding and experience of cross-sector partnership and multi-agency working.
- An awareness of UNCRC, Children's Rights and Participation

## Key Requirements – Desirable

- Awareness of current developments in training provision, including on-line support and delivery tools.
- Ability to communicate both orally and in writing through the Welsh language.
- Good understanding and experience of income generation
- Evidence of skills and success in developing marketing ideas and generating business.
- Knowledge of marketing training services/packages to a broad range of organisations.
- A current driving licence and have the use of a car to meet the requirements of the post

# 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/>