



PLANT YNG NGHYMRU
CHILDREN IN WALES

Professional Learning Manager

Application Pack

childreninwales.org.uk



Introduction

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 **12 noon Monday 6th July**

Our recruitment team 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 are planned for the **14th and 15th July 2026**

We understand that AI tools can assist with proofreading and refining content; however, we ask that all application materials, including cover letters and responses, be written in your own words to reflect your authentic skills and experiences



Job Description

Job Title:	Professional Learning Manager
Reports To:	Finance and Operations Director
Location:	Hybrid – agile working from home and in the Cardiff office
Hours of Work:	35 hours per week
Contract:	Permanent
Salary:	£42,228
Annual Leave:	28 days per annum plus Bank Holidays
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

About the role:

The role of the Professional Learning Manager is key to the delivery of Children in Wales' (CiW) strategic ambitions to embed Children's Rights across Wales and to enhance the quality of practice in the children and young people's workforce. The delivery of high-quality training is of significant reputational importance to CiW – it is what many people know us for, first and foremost – so effective contract management, a keen understanding of what our members want in terms of learning and development, creativity and drive to innovate and the ability to develop positive working relationships are all critical to success in this role.

Main duties and responsibilities:

- To provide overall management of the Training service at CiW, specifically ensuring that we are compliant with contracts for delivery of training.
- To develop and innovate the training service at CiW responding to the needs of members and the opportunities in the market.
- To lead on maintaining and developing key strategic partnerships across a range of sectors in Wales in order to ensure the CiW training service is sustainable and is responsive to the training needs of our members and customers.
- To ensure all training is quality assured and aligns with key national guidelines and standards for example, Social Care Wales National Framework, UNCRC, Trauma-Informed Wales, Wellbeing of Future Generations Act.

- To represent CiW at external events, such as at national networks, conferences and forums.
- To be responsible for impact and evaluation monitoring of all training courses and to routinely analyse the the data ensuring it is utilised to improve future delivery development and marketing of training courses.
- To use this data to inform board reporting via SLT.
- To lead on business development for relevant training contracts including managing the tender process, writing bids, ongoing contract compliance, report writing and commissioner relationship management.
- To be responsive to membership demands for new training areas and to recruit appropriate trainers as required.
- To support and performance manage up to 5 staff members.
- To lead the development and ongoing relationships with a pool of associate trainers.
- To lead on working with the communications team to develop a consistently effective and responsive approach to the marketing of CiW training service.
- Deliver objectives and agreed work programmes to the standards of Children in Wales.
- Undertake own administration.
- Be available to work ad hoc evenings and weekends as required including occasional overnight stays.
- Promote the use of the Welsh language in our services
- Undertake any other reasonable duties as requested by the SLT of 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

Person Specification

Key Requirements - Essential:

- Substantial experience of management of the delivery of services/programmes in the public or third sector (to include contract compliance and the monitoring of impact)
- Experience of managing budgets and delivering a quality service meeting income targets
- Experience of line managing staff and team building
- Experience of managing and developing stakeholder relationships
- Substantial experience of management of the delivery of services/programmes in the public or third sector (to include contract compliance and the monitoring of impact)
- Experience of managing budgets and delivering a quality service meeting income targets
- Experience of line managing staff and team building
- Experience of managing and developing stakeholder relationships
- Ability to produce reports which effectively demonstrate impact.
- Ability to manage a complex and varied workload.
- Willingness to travel in the UK and occasional weekend/evening work
- Commitment to organisational values of CiW

Key Requirements – Desirable

- Experience of providing the direct delivery of training
- Ability to produce a range of written resources, including good practice guides and toolkits for external audiences.
- Ability to communicate in the Welsh Language
- University degree and/or professional qualifications in a relevant field
- Comfortable using MS applications (Outlook, excel, word, teams)

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.