



PLANT YNG NGHYMURU
CHILDREN IN WALES

Sessional Development Officer – Participation

(Welsh Medium)

Application Pack

childreninwales.org.uk

Introduction

Job Title: Sessional Development Officer – Participation

Reports To: Young Wales Manager

Location: Cardiff base with significant travel across Wales

Hours of Work: Sessional – flexible hours to suit programme need

Language Requirement: This role requires a high level of fluency in Welsh. The ability to communicate confidently and professionally through the medium of Welsh is essential.

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 noon Wednesday 18 June 2025

Interviews will take place on Wednesday 25 June 2025

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.

Job Description

Job Title:	Sessional Development Officer - Participation
Reports To:	Young Wales Manager
Location:	Cardiff base with significant travel across Wales
Hours of Work:	Sessional – flexible hours to suit programme need
Rate of pay:	£250 per day

Main purpose of role:

The Sessional Development Officer - Participation (Welsh Medium) will support the delivery of Children in Wales' participation and children's rights work, primarily through Welsh-language engagement with children and young people, and the organisations and professionals who support them. This includes contributing to Cymru Ifanc – Young Wales, and the organisation's broader public education and policy agenda.

Main duties and responsibilities

Young Wales

- Plan and deliver participation sessions and consultations through the medium of Welsh with children and young people across Wales.
- Engage children and young people in Welsh-medium settings and communities to ensure their voices are represented in policy and practice.
- Work with partner organisations to promote a children's rights approach and encourage bilingual or Welsh-medium participation activities.
- Coordinate and facilitate meetings, workshops, and youth-led events in Welsh.
- Develop and translate resources, reports, and promotional materials into Welsh.
- Support the production and dissemination of consultation reports and summaries for various audiences, including children, professionals, and decision-makers.

Policy Development (Welsh Contribution)

- Gather and analyse feedback from Welsh-speaking children and young people to inform policy development.
- Contribute to policy briefings and consultation responses by incorporating the perspectives of Welsh-speaking participants.
- Work collaboratively with the policy team to identify key issues emerging from Welsh-speaking communities and networks.

Partnership Working and Practice Sharing

- Build and maintain strong relationships with practitioners and organisations working in Welsh-speaking communities or Welsh-medium settings.
- Share good practice examples of participation work carried out in Welsh.
- Represent Children in Wales in relevant meetings, networks, and events where Welsh-medium expertise is required.

Flexible Project Delivery

- Support the organisation's wider aims and projects on a sessional basis, contributing time flexibly to meet agreed deadlines and priorities.
- Undertake administrative duties related to sessional work (e.g. scheduling, reporting, data recording).
- Ensure all work delivered complies with safeguarding, inclusion, and equality policies.


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

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

Key Requirements – Essential

1. Fluent Welsh speaker and writer, confident in delivering professional and youth-facing communications in Welsh.
 2. Experience of working with children and young people, preferably in participation or youth engagement roles.
 3. Knowledge of Safeguarding in practice including contextual and digital safeguarding and a commitment to continuous learning and development in this area.
 4. Understanding of children's rights, especially the UNCRC.
 5. Commitment to inclusive practice
 6. Good interpersonal, relationship building and organisational skills.
 7. Experience of data collection and analysis
 8. Able to work flexibly, independently and as part of a team.
 9. Able to prioritise and meet deadlines
 10. Able to represent Children in Wales with external audiences.
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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/>.