



PLANT YNG NGHYMURU
CHILDREN IN WALES

Training Officer

Application Pack

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 9am 13th April 2026

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 29th April 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:	Training Officer
Reports To:	Training Manager
Location:	Hybrid – agile working from home and in the Cardiff office
Hours of Work:	28 hours per week – Term time only
Contract:	Fixed term to end 31 st March 2027
Salary:	£21,536.28 per annum
Annual Leave:	15 days per annum (plus Bank Holidays)
Method of Pay:	Salaries are paid directly into staff member’s nominated bank account on the 15 th 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 post holder will be an experienced trainer and be responsible for the development and delivery of effective, high-quality training. This will include Safeguarding training for professionals working with babies, children and young people in Wales and other children’s sector related content. Training will take place virtually online or face to face at venues throughout 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.

MAIN DUTIES AND RESPONSIBILITIES:

- Work with colleagues to develop, deliver and maintain a multiagency advertised training programme for statutory, voluntary and independent sector organisations in Wales.
- Deliver highly interactive and engaging training courses, both online virtually, or face to face, on a range of topics related to safeguarding and child rights, aimed at practitioners supporting babies, children, young people and their families in a variety of settings.
- Contribute to the development of a portfolio of training courses which are informed by current issues, priorities, legislation and guidance.
- Participate in the quality assurance of the training programme through the development and consistent application of evaluation tools
- Identify opportunities where possible for the involvement of children and young people within the training programme, considering equality, diversity and inclusion within content development and delivery.
- 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 Training Manager to ensure that the Children in Wales training programme makes an agreed financial contribution to the organisation
- 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
- Promote and make a positive contribution towards the bilingual policy of the organisation
- Undertake any other tasks in agreement with the line manager, and the Senior Leadership Team

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

1. Qualified to degree level in a relevant subject or have equivalent relevant experience within the children's sector in Wales
2. A good working knowledge of the child protection system including experience of identifying and reporting concerns, and the processes involved when working in a multi-agency context.
3. At least two years' experience in a training role or equivalent, that involved designing and delivering engaging and interactive training packages, to engage a range of learners.
4. Awareness of current developments in training provision, including blended and asynchronous learning.
5. Able to demonstrate a commitment to the values and principles of Children in Wales, including promoting equality, diversity and inclusive practice.
6. Knowledge of current Welsh legislation policy and practice within the children and families' sector, particularly in relation to child protection and safeguarding
7. Well-developed written and oral communication skills
8. Excellent planning and organisational skills
9. Competence in working with information and technology with experience of using online delivery tools such as Microsoft Teams and Zoom effectively
10. Ability to work independently and as part of a team
11. Able to demonstrate strong knowledge of, and a commitment to the values and principles of the United Nations Convention on the Rights of the Child (UNCRC) with a determination to promote its implementation.
12. This role involves regular travel across Wales. A full clean driving licence and access to a vehicle is essential to carry out the duties required.

KEY REQUIREMENTS – DESIRABLE

1. An area of specialist relevant knowledge to develop and deliver training on e.g. Child and Adolescent mental health, Equality and Diversity, Additional Learning Needs,
2. Ability to communicate both orally and in writing through the Welsh language.
3. Good understanding and experience of income generation
4. Demonstrate an understanding of quality assurance
5. Evidence of skills and success in developing marketing ideas and generating business.

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/>