



PLANT YNG NGHYMRU  
CHILDREN IN WALES

# HR & GOVERNANCE ASSISTANT

**Application Pack**

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

# Introduction

**Job Title:** HR & Governance Assistant

**Reports To:** Finance & Operations Director

**Location:** Cardiff – agile working from home or in the office with monthly face to face meetings in Cardiff as a minimum.

**Hours of Work:** 28 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 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 22<sup>nd</sup> April 2024**

**Interviews will take place on 29<sup>th</sup> April 2024**

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.

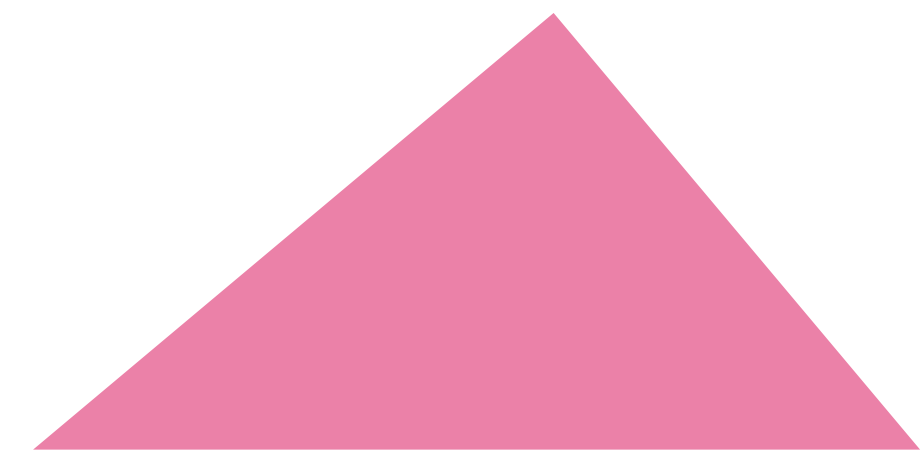
In the interests of economy we can only acknowledge receipt of your application by email.

If successful in progressing to interview, you will be notified via the email address provided to us.



# Further Information

<b>Contract:</b>	Permanent subject to funding
<b>Hours of Work:</b>	28 hours per week
<b>Salary Scale:</b>	£26,000 per annum 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 – agile working from home or in our office



# Job Description

<b>Job Title:</b>	HR & Governance Assistant
<b>Reports To:</b>	Finance & Operations Director
<b>Location:</b>	Cardiff – agile working from home or in the office
<b>Hours of Work:</b>	28hours per week

## Main purpose of role:

To provide effective administrative support for the HR and Governance functions of the organisation in a confidential and sensitive manner. This will involve working within a small team providing support to the wider staff group and Trustee Board members. The post holder's organisational skills will contribute to the smooth running of the organisation's operations.

## Main duties and responsibilities

- Responsibility for updating staff records and drafting appropriate correspondence as well as dealing with staff queries on a range of issues.
- Contribute to recruitment processes and assisting with the review and development of onboarding materials.
- Assist in the scheduling of staff training and development initiatives.
- Assist with data collection and input into relevant systems.
- Assist with the planning and preparation for meetings related to the governance of Children in Wales, to include meetings with Trustees and the AGM.
- Deputise on occasion for the Administration Manager (Governance) to take draft minutes of meetings ensuring decisions and ownership of actions are accurately recorded.
- Assist the Administration Manager (Governance) to maintain accurate records relating to trustees and help with planning for annual trustee appointments and elections, ensuring all new trustees receive appropriate letters of appointment, induction, welcome packs and access to training as required.
- Assist with the review, development and implementation of Children in Wales policies and procedures which form part of our staff handbook.
- Support the Administration Manager to ensure Children in Wales complies with its legal and statutory responsibilities.
- Ensure sensitive data is handled in an appropriate manner, and maintaining the confidentiality of all HR data and Board/Committee papers

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

Education and Experience:

- Educated to A Level or above
- At least 1 year relevant experience working in an administrative role

Abilities, skills and aptitudes

- Strong interpersonal and communication skills (written and verbal)
- Able to work effectively both independently and in a team, collaborating with colleagues and occasionally with external stakeholders.
- Able to organise work to meet deadlines and motivated by targets.
- Able to manage a complex and varied workload.
- Able to build effective relationships with a diverse group of people
- A positive and professional attitude even in challenging circumstances
- Accurate with a keen attention to detail
- Sound knowledge of MS Office and online meeting platforms
- Commitment to promoting equality and inclusion at work
- Commitment to sustainability, health and safety and professional development

## Key Requirements – Desirable

- Experience of a HR / Governance role
- Basic knowledge of Children's Rights
- Experience of producing thorough yet concise minutes of meetings
- Familiarity with Citrus HR software
- A basic understanding of employment law
- The ability to communicate in Welsh, or a commitment to learn

# 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/>



