



Llinell Gymorth Live Fear
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Cymorth i Ferched Cymru
Welsh Women's Aid

Rhoi Merched a Phlant yn Gyntaf
Putting Women & Children First

Welsh Women's Aid Job Description

Job Title:	Children and Young People Services Development Officer
Salary:	NJC Scale SO1: £27,741.00 – £29,577
Responsible to:	Services Development Manager
Hours:	37.5 per week
Location:	Home based working with expectation to attend Cardiff based office on regular basis
Job Purpose:	<p>This role will lead on Welsh Women's Aid's programme of work to increase the expertise across specialist services and commissioners in Wales to support children and young people effected by violence against women and girls, including domestic abuse and sexual violence.</p> <p>Focussing on needs-led, trauma-informed, strengths-based programmes and identifying evidence-based projects, this role will disseminate learning and good practice for the improvement of prevention, provision and support to services working to end violence against women and girls for children and young people in Wales</p> <p>The post-holder will work in partnership to improve the capacity of specialist violence against women and girls services across Wales, and to support the development and promotion of a needs-led, strengths-based service model for member services that supports survivors to achieve independence and freedom, with a focus on children and young people, their rights, experiences and needs.</p>

This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.



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Job Details: Main duties

Communication and strategy contribution

- To keep up to date with Wales, UK and international violence against women, domestic abuse and sexual violence (VAWDSASV) commissioning, service models and standards development work impacting on children and young people, member organisations and other service provision in Wales.
- To ensure efficient and effective internal communication, information flows, and foster co-operation between team members.
- Contribute to Welsh Women's Aid campaign for sustainable funding for specialist children and young people services and other relevant campaigns.
- Support the implementation of the Relationships and Sexuality Education curriculum in line with Whole Education Approach principles.
- Promote Welsh Women's Aid values, strategies and policies to enable the development of good practice models of service delivery for children and young people.
- Contribute to Welsh Women's Aid annual delivery plan, through the preparation of reports and statistics on capacity building and services development work relating to children and young people for the organisation and funding bodies as required.
- Working with the Services Development Manager, set and agree clear objectives, regularly monitoring performance against work plan requirements.

Service Development

- Work in collaboration with the Services Development Officers to support development and delivery of the National Quality Service Standards (NQSS) specifically in relation to children and young people standards of delivery.
- Engage with members regarding regional development of Relationships and Sexuality Education and ensuring national to regional dialogue.
- To engage commissioners and communicate to them the value of specialist violence against women and girls services for children and young people, and promote a needs-led service model and the National Quality Framework as part of effective commissioning.
- Develop guidance and resources for children and young people specialist work that is trauma informed, needs-led and strengths-based.
- Develop members area of the website: collate information, tools, resources, research and funding information of relevance to children and young people's services.
- Support specialist services to ensure that service provision meets the varying needs of children and young people including age appropriate adaptations and addresses the needs of minoritised groups.



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Working with others and strengthening the movement

- Network and identify stakeholders and partner agencies.
- Build, promote and maintain positive, constructive professional relationships with member organisations.
- Promote and facilitate joint working; establish national, regional and local opportunities and develop structures for networking.
- Support member organisations to build their organisational capacity in delivery of their services to children and young people.
- Enable member organisations to access relevant information, guidance and advice, and resources relating to children and young people.
- Signpost member organisations to the availability of, and enable access to, services provided by other organisations.
- Working with the Business Support and Engagement teams, influence and engage members to collect data and statistics on children and young people to inform project development, monitoring and review, policy, legislation and strategic developments.
- Promote the work of member services with children and young people highlighting good practice and positive impact
- Support STAR recovery group programme development.

General responsibilities

- At all times protect the safety and security of service users, staff, volunteers and buildings, and the confidentiality of records and other information.
- Uphold the right of women, children and young people and proactively assess the needs and safety of children and women to ensure that any risks/needs identified are addressed, having full regard to Safeguarding Children's policy and Safeguarding Adults policy.
- Maintain clear and adequate records of work done, and to produce reports on work programmes and activities as required by the Chief Executive.
- Be responsible for personal learning and development and keep up to date on research, relevant legislation, policy and practice, and other literature relevant to the role.
- Participate in supervision, training and meetings as required, and assist in the development of services in line with agreed development plans.
- Take direction on projects and priorities from your line manager, which may vary from time to time.
- Oversee the work of volunteers or temporary support staff as required.



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- Carry out word-processing, filing, and administrative tasks necessary to comply with the jobdescription.
- Assist in the organisation of conferences or events organised by Welsh Women's Aid, if required.
- Work within the values, policy and practices of Welsh Women's Aid.
- Ensure Welsh Women's Aid complies with the law and best practice in respect of data protection for manual and computerised records, health and safety regulations, and equality and diversity requirements.
- Responsible for undertaking any other duties appropriate to the post.

Variation Clause

Welsh Women's Aid reserves the right, following full and reasonable consultations with the member of staff concerned and with her trade union or other representatives, to vary, add to or alter any of the terms and conditions of employment attached to this post.

This job description will be reviewed annually and may need to be revised according to the priorities of current workload with the agreement of the Executive Board and the CEO.

Monitoring and Evaluation of the Post

The performance of the post holder will be monitored through regular supervision by the line manager and reviewed at each annual appraisal. Members of the national staff team are expected to produce regular work reports for monitoring and review by their line manager and Chief Executive as required.

General Information and Conditions of Service

- 5 weeks holiday (pro rata) per year, plus statutory holidays.
- Welsh Women's Aid contributes a sum equivalent to 6% of the annual salary to the company pension scheme, following successful completion of 6 months probationary period.
- Overtime is unpaid; time in lieu is to be taken in consultation with your line manager.



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Person Specification

Criteria	Essential	Desirable
Qualifications	E1 No formal qualifications are required for this role although evidence of relevant learning is advantageous.	D1 Educated to degree level or equivalent in a relevant subject
Experience	E2 Minimum of two years' experience of working with organisations that deliver support services. E3 Minimum of two years' experience working with children and young people E4 Experience of liaising and working in partnership with other organisations and/or consultants, including monitoring shared outcomes E5 Experience working as a member of a team and lone working.	D2 Experience of managing stakeholders or partners that are geographically dispersed D3 Experience of report writing D4 experience of quality assurance processes D5 Policy and procedure development D6 Experience working in the violence against women and girls sector
Knowledge	E6 Strong knowledge, and understanding of violence against women and girls, including the experiences and needs of children and young people. E7 Knowledge and understanding of the role of specialist services to support women and children at risk of violence against women, including domestic abuse. E8 Knowledge of national and local procurement and commissioning frameworks and processes in Wales. E9 Knowledge and understanding of organisational development within third sector organisations, including strategic planning and partnership working.	D7 Understanding of the values and history of Welsh Women's Aid. D8 Experience delivering programmes of teaching children and young people.



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<p>Skills</p>	<p>E10 Proven ability to communicate effectively with people, children and young people, organisations and professionals, using a range of oral, written and other presentational skills.</p> <p>E11 Project management, monitoring and evaluation skills.</p> <p>E12 Proven time management, problem solving and solution–focussed.</p> <p>E13 Excellent networking skills and proven ability to influence and negotiate with others.</p> <p>E14 Ability to work on own initiative and within a team to prioritise activities and meet objectives in an ever changing environment.</p>	<p>D9 Management of staff or volunteers.</p>
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	E15 Ability to process and utilise information from a wide range of sources. E16 Proven IT skills including use of Microsoft PowerPoint, Word and Excel.	
Other	E17 Has a clear understanding of, and commitment to equality and diversity. E18 Understanding of the values and history of Welsh Women's Aid. E19 Has access to transport and be willing to travel. E20 Has a willingness to attend evening meetings and weekend events. E21 Flexible attitude to hours of work and adaptable to change.	D8 Bi-lingual in Welsh and English, both spoken and written.