Information pack for applicants

Interim Youth Work Board

Appointment of an Independent Chair

Closing date: 2 May 2018
Interim Youth Work Board
Bwrdd Gwaith Ieuenctid Dros Dro

Remuneration: £225 per day
Time commitment: minimum 12 days per year
Duration: Two year term
Closing date for applications: 2 May 2018
Interviews: June 2018
Dyddiad dechrau'r penodiad: July 2018

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Introduction
The Minister for Welsh Language and Lifelong Learning has committed to establishing an independently chaired, **Interim Youth Work Board**. This appointment exercise is to recruit the Independent Chair.

Those who serve on the boards of public bodies make a vital contribution to the life of this country and specifically, to the lives of the young people of Wales.

This information pack provides some information relevant to the Board and sets out the requirements for the role of the Chair and the appointment process.

Making an application
Thank you for your interest in the appointment of an Independent Chair of the Interim Youth Work Board. The Chair will provide strategic direction and confident, clear leadership to the Board. The attached Annexes provide details on the role of the chair and the person specification, the role and responsibilities of Interim Youth Work Board and the selection process.

Applications can be made in Welsh or English, applications in Welsh will not be treated less favourably than applications in English.


To apply for this role, click on the vacancy and click on ‘Apply’ at the bottom left hand corner. The first time you apply for a post, you will need to complete a registration form for the Welsh Government’s online application system. You will only need to register once, and you will be able to keep yourself updated on the progress of your application, and any other applications you make, via your registered account.

Once you’ve registered, you’ll be able to access the application form. To apply you will need to upload a personal statement and CV to the ‘Reasons for applying’ section of the online application form.

Personal Statement
The personal statement is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. How you choose to present the information is up to you. However, you should aim to provide detailed examples that demonstrate how your knowledge and experience matches each of the criteria, and which describe what your role was in achieving a specific result. It will also benefit the selection panel if you can be clear which particular evidence you provide relates to which criteria. Providing separate paragraphs in relation to each criterion is common practice.

Please limit your personal statement to two pages. Your application may be rejected if you exceed this limit.
**Interim Youth Work Board**

**Bwrdd Gwaith Ieuenctid Dros Dro**

**Curriculum Vitae**
Please ensure your CV includes brief details of your current and previous roles and dates you occupied them. Please identify any past or present Ministerial appointments.

**Indicative timetable**
- Closing date: 2 May 2018
- Shortlisting: May 2018
- Interviews: June 2018

**Diversity Statement**
The Welsh Government believes that public bodies should have board members who reflect Welsh society - people from all walks of life - to help them understand people's needs and make better decisions. This is why the Welsh Government is encouraging a wide and diverse range of individuals to apply for appointments to public bodies. Applications are particularly welcome from all under-represented groups including women, people under 30 years of age, black, Asian and minority ethnic people, disabled people, and lesbian, gay, bisexual and transgender people.

**Guaranteed Interview Scheme - Positive about Disability**
The Welsh Government operates a Positive about Disabled People scheme and welcome applications from people with disabilities. The scheme guarantees an interview to disabled people if they meet the minimum criteria for the post. The application form also enables you to detail any specific needs or equipment that you may need if invited to attend an interview.

**Contacts:**

For further information regarding the selection process, please contact:

Shared Service Helpdesk
Tel: 03000 255454
Email: PublicAppointments@gov.wales.

For further information regarding the role of the Interim Youth Work Board and the role of independent chair please contact Donna Lemin, Youth Engagement Branch, Welsh Government. Tel: 0300 062 8204 Email: Donna.Lemin1@gov.wales
Role Description and person specification for Independent Chair of the Interim Youth Work Board

This is a new Board. The role of the Chair is to:

- Support the appointment of Board members
- Ensure children and young people are at the heart of the work of the Board
- Provide strategic direction and confident, clear leadership to the Board. Supporting and encouraging members to play an active role on the Board, within the Nolan’s Seven Principles of Public Life
- Develop a clear work plan for the Board to achieve the role of the Board as set out by the Minister for Welsh Language and Lifelong Learning
- Be accountable to the Minister for Welsh Language and Lifelong Learning for the delivery of the Board’s performance and delivery of targets/work plan
- Ensure the Board as a whole plays a full and constructive part in the development and roll out of the new Youth Work Strategy for Wales

Person Specification

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment.

Essential
- Broad expertise in and understanding of statutory and voluntary youth work provision at community, local, regional and national levels. Including the challenges facing the youth work sector;
- A clear understanding of the importance of the Welsh language to the delivery of youth work provision in a bilingual Wales
- Experience of chairing a board or committee as well as clear understanding of and commitment to Nolan’s ‘Seven Principles of Public Life’
- Strong interpersonal and communication skills
- An outstanding record of achievement in your field demonstrating leadership and influencing skills
- A proven track record in building highly effective relationships with a range of stakeholders including Ministers, board/committee members, young people and public and community/voluntary sectors;
- Proven ability to make sound judgements in strategic decision making;
- A clear understanding and commitment to equality issues and challenging discriminatory practices.
Desirable

- Welsh Language skills: the ability to communicate through the medium of Welsh is desirable. All candidates should demonstrate a positive awareness and understanding of the importance of the Welsh language in a bilingual Wales with an appreciation of the Welsh Government's policies and strategies for the language.

**Key facts about the post**

**Terms of appointment**

The appointment will be made by the Minister for Welsh Language and Lifelong Learning.

**Duration of appointment**

The appointment will be for a period of 2 years. The appointment can be terminated early by either party by giving one month’s notice in writing.

**Time Commitment**

A minimum of 12 days per year, which will include:

- The Chair will be expected to meet the Minister 2/3 times a year as a minimum.
- The Board will meet at least four times a year; however more regular meetings are likely to be needed in the first year for recruitment and policy consideration reasons.
- Attendance at key events, as agreed with Welsh Government officials' e.g. annual Youth Work Week Showcase event/s and national youth work conference.

**Location of meetings**

Meetings will normally be held in Cardiff. However, at least one meeting per year will be held in North/mid Wales.

Telepresence/video conference links will be made available whenever possible.

**Remuneration**

£225 per day.

Reasonable travel and subsistence costs necessarily incurred will be reimbursed by the Welsh Government within the recognised limits.

**Assistance for Disabled Members**

Where appropriate all reasonable adjustments will be made to enable members to effectively carry out their duties.
Eligibility

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the Code of Conduct for Board Members of Public Bodies.

In particular applicants are required to declare whether they are aware of anything in their private or professional lives that would be an embarrassment to themselves or to Welsh Government if it became known in the event of appointment.

You will be asked to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as Chair of the Interim Youth Work Board, including any business interests and positions of authority outside of the role in the Interim Youth Work Board.

Applicants should also note that being Chair of the Interim Youth Work Board is a disqualifying post for membership of the National Assembly for Wales under the National Assembly for Wales (Disqualification) order 2015. The National Assembly for Wales (Disqualification) Order 2015

Any conflicts of interest will be explored at interview. If appointed, you will also be required to declare these interests on a register which is available to the public.

Security clearance
Before being confirmed in post the appointee will need a Disclosure and Barring Service check (which replaces CRB checks). More information is available here on DBS checks.

Standards in public life
You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the Code of Conduct for Board Members of Public Bodies; you can access this document at:

http://www.bl.uk/aboutus/governance/blboard/Board%20Code%20of%20Practice%202011.pdf
Role and responsibilities of the Interim Youth Work Board

Background.

The Interim Youth Work Board is being set up to take forward a commitment announced by the Minister for Welsh Language and Lifelong Learning in her Written Statement on ‘Youth Work in Wales: moving forward together’ published 21 March 2018.

Role of the Board

The Board will focus on youth work provision. In particular the Board’s remit will include:

- Advise on the development, implementation and monitoring of the new youth work strategy to ensure young people in Wales are able to access the services they are entitled to.
- Advise on the implementation of recommendations from the Children and Young People & Education Committee ‘snapshot’ Inquiry into Youth Work (July 2016) and other reviews and evaluations as appropriate.
- Support and strengthen partnership working between the statutory and voluntary sector.
- Oversee the sufficiency of services in each local authority area, including delivery of services through the medium of Welsh.
- Advise on the continued appropriateness and distribution of grants to deliver the services required.
- Consider the European Policy around youth work in particular in relation to Erasmus+
- Commissioning research into youth work in Wales.
- Provide clear strategic advice to the Minister for Welsh Language and Lifelong Learning.
- Provide constructive challenge and scrutiny of the Welsh Government’s policies and proposals for the provision and delivery of youth work services ensuring young people are central to the advice/decisions.

When established the Board will also advise the Minister on the implementation of the recommendations from Our Future: the independent Review of Extending Entitlement by Margaret Jervis MBE DL.
The selection process

The selection/interview panel will assess candidates’ CVs and personal statements to determine who it believes best meet the criteria for the role, and who will be invited to interview. The panel will rely only on the information you provide in your CV and statement to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all of the essential criteria.

The closing date for applications is 2 May 2018. Applications received after this date will not be considered.

The selection/interview panel will consist of:

1. Ruth Conway* – (Panel chair) Deputy Director Support for Learners Division
2. Michael Maragakis* – Head of Youth Engagement Branch
3. Margaret Jervis, MBE DL, Operational Director Valleys Kids

*Welsh Government

Interview Process

The panel will select for interview only the strongest applicants that it feels have demonstrated that they best meet the criteria set out in the person specification. However, if you have applied under the guaranteed interview scheme and you meet the minimum essential criteria for the post, then you will also be invited for interview.

If you are unable to make the arranged interview date, we will endeavour to re-arrange it but it might not be possible due to time constraints within the appointment timetable or selection panel availability.

If invited to interview, the panel will question you about your skills and experience, asking specific questions to assess whether you meet the criteria set out for the post.

Candidate/s, who the panel believe are ‘appointable’, will be recommended to the Minister for Welsh Language and Lifelong Learning who will make the final decision. The Minister may choose to meet with appointable candidates before making a decision. If she does, she will meet all candidates and in the presence of the panel chair or their nominated representative. There will be a time gap between interview and a final appointment decision being made. Candidates who have been interviewed will be kept informed of progress.

If you are successful, you will receive a letter appointing you as Chair of the Interim Youth Work Board (subject to the Basic Disclosure Scotland check) which will confirm the terms on which the appointment is offered.
If you are unsuccessful at interview, you will be notified by Welsh Government. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. As a result, the letter will provide the details of who you may approach for feedback on your interview and application, if you so wish.

**If you are not completely satisfied**

Welsh Government will aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact the Corporate Shared Service Helpdesk on 03000 255454 or SharedServiceHelpdesk@wales.qsi.gov.uk.