Information pack for applicants

Interim Youth Work Board

Appointment of Board Members

Closing date: 3 September 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 Board members.

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 Board Members and the appointment process.

Making an application
Thank you for your interest in the appointment of Board Members for the Interim Youth Work Board. Board Members will bring a range of skills, expertise and knowledge to the Board and support the work of the Chair in providing strategic direction for youth work in Wales. The attached Annexes provide details on the role of Board Members 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 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.
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: 3 September 2018
Shortlisting: 17 September 2018
Appointment: October 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, 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. As Board Members are being recruited using the 'light touch' process, there will be no interviews for these posts.

Contacts:
For further information regarding the selection process, please contact the Public Appointment Unit – PublicAppointments@gov.wales

For further information regarding the role of the Interim Youth Work Board and the role of Board Members please contact Donna Lemin, Youth Engagement Branch, Welsh Government. Tel: 0300 062 8204 Email: Donna.Lemin1@gov.wales
Annex A

Appointment of Board Member for the Interim Youth Work Board

The role of the Board

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. The Board will have a strong 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.

The board is interim in nature as it will have responsibility for making recommendations to Ministers on the future role of any Board or body to take forward youth work in Wales.
Role & Responsibilities

The Welsh Government is seeking to appoint a range of people to the board with a mix of the skills and knowledge needed to drive forward the youth work agenda in Wales.

Members of the Board will be expected to:

- Support the Chair in delivering the remit of the Board
- Provide strategic direction to the youth work sector through your work as a Board Member drawing on your knowledge skills
- To play an active role on the board ensuring you follow the Nolan Principles of Public Life
- To be prepared to challenge and be challenged to ensure delivery of the Youth Work Strategy
- To actively work with the Chair in considering the future direction of youth work in Wales including the accountability structures
- To promote youth work across other sectors when possible, highlighting the benefits of the principles of youth work as an approach to working with young people

Assessment Process

Please note that the interview date indicated below will be the date that applications are considered, after which applicants will be notified of their outcome.

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 Criteria

- Excellent knowledge of the youth work sector
- Respect for and understanding of the principles of accountability and good governance
- Self and organisational awareness
- Judgement in complex decision-making
- Strategic thinking
- Active listening, open mindedness and independent thinking
- Initiative and insight, logic and creativity
- Experience in advising policy development from own expertise base, but comfortable and confident engaging in discussion on a broad range of issues
- A demonstrable commitment to the principles of equality and diversity
- A history of forming strong and collaborative relationships with individuals and organisations
- Strong corporate behaviours and advocacy skills
In addition, we are looking for people with one or more of the following skills and/or knowledge at a senior level:

- Evidence Based policy development and effective use of data to inform strategy development
- Mental Health and Well-being issues and how they impact on young people
- Digital youth work and/or digital inclusion
- Finance, Resourcing and Commissioning
- Disability and Diversity
- Welsh Language
- UNCRC, Voice of Young People and Participation

The ability to meet one or more of these role specifications should be detailed in your application.

**Welsh Language**

Welsh Language skills are essential for one of the posts and desirable for the others. However, 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.
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Key facts about the post

Terms of appointment

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

Tenure

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 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

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

These posts are not remunerated but Board Members will be able to claim reasonable Travel and Subsistence Allowances within specified limits.

Assistance for Disabled Members

The Welsh Government operates a Positive about Disabled People scheme and welcome applications from people with disabilities.

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 Board Member 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 a Member 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 following sift. 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
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Annex B

Youth Work In Wales

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 role of the Board is detailed in Annex A above. The Board will have a clear role and remit to help shape the future direction of youth work across Wales.

When the Board was announced in March 2018, the development of a new Youth Work Strategy was also announced. The board will have responsibilities for ensuring that the Strategy is developed working collaboratively with the sector, using expertise and knowledge where needed, and to ensure that young people are involved in the development and implementation of the strategy.

The Board will have a key role in looking at the accountability structures across the sector, and in developing recommendations to Ministers on the most appropriate next steps.
Annex C

The Selection Process

The selection panel will assess candidates’ CVs and personal statements to determine who it believes best meet the criteria for the role to give the Board the greatest diversity and broadest skills base. They will sift on this basis, there will be no interview process. 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 3rd September 2018.

Applications received after this date will not be considered.

The selection will consist of:

- Keith Towler (Panel Chair) - Chair, interim Youth Work Board
- Michael Maragakis – Head of Youth Engagement Branch, Welsh Government
- Margaret Jervis, MBE DL, Operational Director Valleys Kids

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 sift and a final appointment decision being made.

If you are successful, you will receive a letter appointing you as Board Member 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, 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 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 Public Appointments Unit - publicappointments@gov.wales.