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Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

**Youth Work Strategy  
Implementation Board**

**Appointment of Board Members**

**Closing date: 4 July 2022**

# **Youth Work Strategy Implementation Board**

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## Youth Work Strategy Implementation Board

### Introduction

We are recruiting a number of board members for the Youth Work Strategy Implementation Board which will support the development of a sustainable youth work service for Wales. The appointment of the Independent Chair is complete - we now need a diverse set of people to work with us to contribute expertise, vision and lived experience as we develop proposals for change.

This pack provides background information on the Implementation Board and its remit as well as the expected role of board members. The pack also contains information on the appointment process.

### Making an application

Thank you for your interest in applying for a position on the Implementation Board. Board members are expected to bring a range of skills, expertise, experience and knowledge to the Board and to support the work of the Chair in driving progress towards a sustainable model for youth work in Wales. The new Chair of the Implementation Board will take an active role in the recruitment of board members and will develop a board size that is considered appropriate for the scale of the work. The attached Annexes provide details on the role and responsibilities of the post and a person specification.

To make an application please visit the Welsh Government public appointment website here : [Public Appointments - Welsh Government \(tal.net\)](https://tal.net)

To apply, 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 have registered, you will 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 which 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.

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### **CV**

Please ensure your CV includes brief details of your current or most recent post and the dates you occupied this role. Please identify any past or present Ministerial appointments.

### **References**

Please provide two referees (employer and personal) who will be contacted for successful candidates only.

### **Indicative timetable**

Closing date: 4 July 2022

Shortlisting: w/c 18 July 2022

Appointment: September 2022

### **Diversity Statement**

The Welsh Government believes 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.

### **Disability Confident**

The Welsh Government accepts the social definition of disability, in which it is recognised barriers in society act to disable people who have impairments or health conditions, or who use British Sign Language. We are committed to removing barriers so all staff can perform at their best. The Equality Act 2010 uses the medical definition of disability ("a physical or mental impairment which has a substantial and long-term impact on a person's ability to carry out normal day to day activities").

Our guaranteed interview scheme ensures that anyone who is disabled and who meets the minimum criteria for the post is invited to interview. However, a decision has been taken not to hold interviews for this role, instead individuals will be appointed based on the skills and experience evidenced within their application.

We are committed to the employment and career development of disabled people. If you would like more information about the position and adjustments we can make to meet your needs, please contact Dareth Edwards by email:

[dareth.edwards005@gov.wales](mailto:dareth.edwards005@gov.wales)

If you have an impairment or health condition, or use British Sign Language and need to discuss reasonable adjustments for any part of this recruitment process, please contact Dareth Edwards as above as soon as possible and a member of the team will contact you to discuss your requirements and any questions you may have.

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### **Contacts:**

For further information regarding the selection process, please contact:

Public Appointments Team

Public Bodies Unit

Email: [publicappointments@gov.wales](mailto:publicappointments@gov.wales)

For further information regarding the role of the Youth Work Strategy Implementation Board and the role of Board members please contact [dareth.ewards005@gov.wales](mailto:dareth.ewards005@gov.wales)

If you need any further assistance in applying for this role, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

For further information about Public Appointments in Wales, please visit [www.gov.wales/publicappointments](http://www.gov.wales/publicappointments)

### **Appointment of Board Members for the Youth Work Strategy Implementation Board**

#### **Role description**

This is a new Board – the role of a board member is to:

- To support the Chair in delivering the remit of the Board.
- To play an active role on the Board, including responsibility for leading the work of a subgroup (as required) in support of the Board's work plan and achievement of delivery targets.
- To contribute to ensuring children and young people are central to the work of the Board.
- To work collaboratively with stakeholders in developing proposals for implementation in the interests of securing a sustainable youth work service in Wales, best practice, value for money and alignment with other government priorities.
- To promote youth work across other sectors, highlighting the benefits of the principles and purposes of youth work as an approach to working with young people to enable and empower young people to thrive.

#### **Person Specification**

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

#### Essential Criteria

- 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.
- Respect for and understanding of the principles of accountability and good governance including a commitment to [Nolan's 'Seven Principles of Public Life'](#).
- Strong interpersonal and communication skills with a track record in building highly effective relationships with a range of stakeholders at various levels.
- Experience in advising policy development from own expertise base, but comfortable and confident engaging in discussion on a broad range of issues.
- Proven ability to make sound judgements in strategic decision-making.
- Specific experience of participation and engagement work and working from a rights based approach
- An understanding of the importance of the Welsh language to the delivery of youth work provision and how it links to Cymraeg 2050.
- A clear understanding of, and commitment to, equality issues, and challenging discriminatory practices.

#### Desirable Criteria

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In addition, we are looking for people with one or more of the following skills and/or knowledge at a senior level:

- Experience of evidence based policy development and effective use of data to inform strategy development.
- An understanding of effective change management
- Knowledge and experience of digital youth work and the principles of service design.
- An understanding of the legislation affecting youth work in Wales.
- Experience of finance, resourcing and commissioning.
- Knowledge of mental health and well-being issues and how they impact on young people.

### Welsh Language

- Welsh Language skills: the ability to communicate through the medium of Welsh is essential. A separate recruitment process is being held to recruit board members for whom Welsh language skills are not essential. 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

#### Location of meetings and work related to the post.

Board meetings will be a mix of online and face to face meetings. Where appropriate meetings may take place around Wales, including in youth work premises.

#### Duration of appointment

The appointment will be for 2 years, or until an alternative board or body is put in place. 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:

- meetings with the Minister;
- Board meetings approximately five times a year.
- meetings/engagement with young people, key stakeholder groups and strategic leads as appropriate;
- attendance at key events, as agreed with Welsh Government officials e.g. annual Youth Work Week Showcase event/s and National Youth Work Conference.

#### Remuneration

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Board members will be entitled to claim remuneration at a rate of £198 per day if the cost of their participation cannot be met by their employer as part of their existing contract of employment.

### **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, you can access this document at:

<https://www.gov.uk/government/publications/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 which 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 of Board member of the Youth Work Strategy Implementation Board, including any business interests and positions of authority outside the role on the Board. 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.

Candidates should also note that membership of Youth Work Strategy Implementation Board is a disqualifying office for membership of The Senedd Cymru under The Senedd Cymru Disqualification) Order 2020.

[The Senedd Cymru \(Disqualification\) Order 2020 \(legislation.gov.uk\)](#).

### **Due Diligence**

The Welsh Government Public Bodies Unit will undertake due diligence checks on all appointable candidates. This will include, but not necessarily be limited to, social media and Internet searches.

### **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:

<https://www.gov.uk/government/publications/code-of-conduct-for-board-members-of-public-bodies>



### The role and responsibilities of the Youth Work Strategy Implementation Board

#### Background

The Youth Work Strategy Implementation Board ('Implementation Board') is being established to build on the work of the [Interim Youth Work Board](#) which published its final report '[Achieving a sustainable delivery model for youth work services in Wales](#)', on 16 September 2021. Its recommendations are wide reaching and have been considered by the Minister for Education and Welsh Language, who has set out his priority recommendations, which require immediate action, and has committed to undertaking the further work that is necessary to identify how to take forward the Board's proposals more broadly.

The Implementation Board will be expected to work with young people, the youth work sector and the Welsh Government to explore the recommendations further, and start working towards implementation of those recommendations through a workplan over the next two years. The Minister for Education and Welsh Language's written statement on the recommendations can be found [here](#).

#### The role of the Implementation Board

The Implementation Board will focus on youth work provision, services and support. In particular the Board's remit will include:

- Working with the Young People's Committee to identify how the young persons voice can best be heard and acted on, through both the Board's work and any potential new Body's work.
- Consider how stakeholders can feed into the work of the Implementation Board, which should include the key strategic decision makers and influencers within the youth work sector
- Consider the outcome of any review into the funding of youth work, including what impact that may have on the recommendations of the Interim Youth Work Board's report, such as setting up a new national youth work body and the funding process.
- Consider the options and impact of any proposed changes to legislation as a means of strengthening and sustaining youth work in Wales.
- Consider further research needed to strengthen the evidence base for youth work.
- Using the work of the Workforce Development Strategy Participation Group, and working alongside existing structures, consider workforce development, recruitment and retention, a career structure for the workforce and promotion of the youth work profession – including supporting a workforce, including volunteers, which can deliver in Welsh and English.
- Consider the outcome of current Welsh language pilots and how this can be used to strengthen and increase youth work services delivered in Welsh.
- Support the work taking place across other agreed recommendations.

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- Consider further the need for clear communications and marketing to ensure the value and impact of youth work is understood outside of the youth work sector.

Other considerations for the Implementation Board:

- Provide constructive challenge and scrutiny of the Welsh Government's policies and proposals for the provision and delivery of youth work services, including across other portfolio areas.
- Support and strengthen partnership working and collaboration between the statutory and voluntary sector to ensure the best possible outcome for young people and to ensure young people are at the heart of all decision making.

### 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 and 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 4 July. Applications received after this date will not be considered.

The selection panel will consist of:

1. Sharon Lovell, Chair of the Implementation Board (Panel chair)
2. Dyfan Evans \* – Head of Youth Engagement Branch
3. Efa Gruffudd Jones – National Centre for Learning Welsh
4. Daljit Kaurmorris – NYAS Cymru
5. Representative of the Young Persons Committee

\*Welsh Government

The Young Persons Committee, established as part of our commitment to involving young people directly in our governance and policy development, will have a key role in the recruitment process. The Chair of the new Implementation Board will facilitate a session with the Young Peoples Committee during which they will be supported to assess each candidate against the Job Specific Criteria and then feed in their views to the main selection panel. One member of the Young Persons Committee will also sit on the selection panel to represent the views of the Young Persons Committee.

Candidate/s, who the selection panel believe are 'appointable', will be recommended to the Minister for Education and Welsh Language who will make the final decision. The Minister may choose to meet with appointable candidates before making a decision. If he does, he will meet all candidates 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 Implementation Board 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:

## **Youth Work Strategy Implementation Board**

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](mailto:publicappointments@gov.wales)