Role Description

Policy and Research Assistant - Child Justice Changemakers Project

Reporting to: Director of Operations, Children's Legal Centre Wales
Location: Home-based (Wales) with travel
Hours of work: Part time (18.75 hours per week.) Some flexible working offered.
Contract: Fixed-term (5 years)
Salary: £27,644

About the Role

The Policy and Research Assistant will provide **expert analysis on children's rights and policing in Wales**, supporting young people to influence decision-makers at Welsh and UK levels.

The role supports the delivery of a five-year youth-led campaign alongside children and young people aged approximately 11–17 across Wales who have lived experience of police powers, for example police use of force, arrest, or stop and search.

This will include public affairs work to ensure follow up and implementation of the UN Committee on the Rights of the Child's 2023 Concluding Observations on the UK and pushing for change to ensure children in contact with the police have their rights respected.

The post holder will have experience of working on policy issues relating to children and young people's rights. They will have a good understanding of the policy making process, how to influence decision makers at both a national and local level and how to work with young people affected by the issues to campaign for change. The postholder will undertake a range of tasks including building relationships with decision-makers and other stakeholders, producing policy briefings, responding to consultations and contributing to reports.

They will be highly motivated and be expected to work with a degree of autonomy. The postholder will also be able to work collaboratively with colleagues across the organisation and be comfortable with a fast-paced environment in which they will be expected to produce high-quality work at a consistent rate.

The role will work closely with colleagues from Just for Kids Law who are our partner organisation for the project working across England.

About Children's Legal Centre Wales

Children's Legal Centre Wales (CLC Wales) was established in 2017 to address a longstanding gap in legal information, education, advocacy, and access to justice for children and young people in Wales.

Our purpose is simple but ambitious: to ensure that every child in Wales can understand, access, and exercise their rights, and that the adults and professionals around them are equipped to support them to do so.

Our work is rooted in the United Nations Convention on the Rights of the Child (UNCRC), which holds a unique position within Welsh law and policy. Guided by this framework, we work across three interconnected strands:

- Education and Training
- Policy and Advocacy
- Legal Advice and Access to Justice

Together, these strands create a model that not only responds to individual problems but also seeks to prevent them and address the wider systems that create them. For the first eight years of operation, CLC Wales was hosted within Swansea University, where it developed significant expertise, built trusted partnerships, and established a strong evidence base.

In 2024, the project received Swansea University's Innovation Award in recognition of its impact and contribution. CLC Wales is now an independent registered charity entering an exciting new phase of growth and development.

This is a joint project being led by our partners Just for Kids Law and is funded by the National Lottery UK Fund for 5 years.

Key Responsibilities

Policy & Research

- Analyse Welsh and UK policing policies affecting children
- Undertake policy research and analysis in the field of Youth Justice
- Develop policy positions, informed by children and young people's views and child rights standards, and to communicate these in order to influence the external policy environment and legislative change.
- Produce policy papers, speeches, briefings, submissions, consultation responses and reports, as required.
- Analyse and support influencing key policy initiatives from central and local government in Wales and other public bodies and monitor their impact upon children and young people at both national and local levels, taking account of the perspective of children and young people.

Supporting Youth-Led Campaigning

- Work collaboratively with colleagues from across Children's Legal Centre Wales and Just for Kids Law drawing on their practice knowledge and evidence to develop policy analysis and policy positions.
- Build effective relationships with relevant stakeholders and other voluntary sector organisations to work collaboratively to achieve policy change.

Influencing & Advocacy

- Build relationships with:

    - Welsh Government
    - Police forces and oversight bodies
    - Stakeholders in children's rights
- Organise engagement opportunities between young people and decision-makers, as required.

Partnership Working

- Represent Children's Legal Centre Wales at external events and meetings, such as voluntary sector fora and meetings with Government officials and parliamentarians.
- Work closely with the CLC Wales Policy and Operational Leads and Communications Consultant supporting all relevant communications activity across digital and traditional media.

Monitoring & Learning

- Contribute to policy impact tracking and evaluation.
- Support dissemination of findings and learning.

General

- Attending and participating in internal meetings as required
- Being a positive, cooperative, and constructive team member, upholding the values of CLC Wales
- Complying with CLC Wales's monitoring and recording requirements
- Representing and promoting the organisation's work positively
- Carrying out all work with due regard to CLC Wales's policies and procedures, including safeguarding and staff safety
- Promoting Equality and Diversity principles in all aspects of work

Undertake other duties or responsibilities as required and in the context of working as part of a small organisation and busy team.

Person Specification

	Essential (must have in order to carry out the work)	**Desirable** (not essential but preferable)
Knowledge		
• Knowledge of children's rights frameworks	**X**	
• Knowledge of policy issues relating to children's rights and policing and youth justice	**X**	
• Knowledge of policy making and legislative processes	**X**	
• Knowledge of the children and young people's sector, issues and legislation affecting children and young people	**X**	
• Welsh Language		**X**
Experience		

• Experience of successfully influencing public policy • Experience of working in a policy or public affairs team in the voluntary sector or public sector • Experience and evidence of working in partnership with other organisations, at a variety of levels, to influence and deliver change for children and young people • Experience of working with children and young people to achieve change	X X X	X
Qualifications and training • A degree or professional level qualification from a relevant discipline (e.g. social policy, education, law, social services, health, play, youth work, youth justice) or equivalent experience	X	
Skills and abilities • Excellent writing and communication skills • Accurate analytical skills using both data, statistics, evidence and intelligence to inform decision making • Ability to collate, interpret and present information to a wider audience • Strong policy influencing skills • Ability to work collaboratively to build effective working relationships both internally and with a range of external stakeholders • Ability to use own initiative, be a strong self-starter and take responsibility to get things done • A high level of IT and analytical skills • Project management skills • Ability to build rapport and trust with children and young people • Ability to work flexibly and manage a range of tasks whilst meeting competing deadlines • Driver (with valid license and car)	X X X X X X X X X X	X
Qualities • Respect for children and young people and a champion for their rights • Energetic, self-motivated and organised individual demonstrating interest in and commitment to the organisation's objectives • A commitment to supporting children and young people from diverse backgrounds to participate and campaign	X X X	
Other requirements • Willingness to travel throughout England and Wales • Willingness to undertake occasional overnight stays and evening or weekend work • Willingness to attend training and professional development	X X X	