Role Description

Youth Participation Officer (Wales) – Child Justice Changemakers Project

Reporting to: Director of Operations, Children's Legal Centre Wales
Location: Home-based (Wales) with travel
Hours of work: Full time (37.5 hours per week) Some flexible working offered. This role is based on children & young people's lives and includes some evening and weekend work.
Contract: Fixed-term (5 years)
Salary: £30,805.00

About the Role

The Youth Participation Officer 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.

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

Working across Wales (and England where appropriate), the role is centred on building trusted, long-term relationships with young campaigners, creating safe and inclusive participation opportunities, and supporting young people to develop the confidence, knowledge and skills to influence change.

This is a highly collaborative role that combines youth work, participation and campaigning. It is ideal for someone who believes young people are experts in their own lives and who is passionate about supporting them to lead meaningful social change on the issues which are most important to them.

We know that great youth participation workers don't all come from the same background. If you have experience through youth work, grassroots organising, community action, campaigning, or your own lived experience of the issues this campaign seeks to address, we encourage you to apply. We value lived experience alongside professional experience and are committed to building a diverse, trauma-informed and anti-racist team, which is committed to children's rights.

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

Working with children & young people

- Build positive, trusting and consistent relationships with children and young people over the lifetime of the campaign.
- Create welcoming, inclusive and psychologically safe spaces where young people feel listened to, respected and valued.
- Support children and young people to participate, at a pace that feels right for them
- Use trauma-informed and anti-racist approaches in all aspects of practice.
- Support young people's wellbeing while maintaining clear professional boundaries.
- Identify safeguarding concerns and respond in line with organisational policies.
- Supporting and empowering young people to participate in policy work (i.e. roundtables, consultations, meetings with key decision-makers, and media commentary)
- Co-facilitate and co-create workshops, training and activities that young people can engage with or support on

Youth Participation & Campaign Delivery

- Support the delivery of a national youth-led campaign focused on children's experiences of police powers.
- Plan and facilitate creative workshops, residentials, meetings and activities that encourage meaningful participation.
- Help young people explore their experiences through rights-based and strengths-based approaches.
- Support campaigners to identify priorities, develop ideas and lead campaign activity.
- Ensure participation remains genuinely youth-led and reflects the priorities identified by campaigners.
- Encourage young people to build confidence, leadership, communication and effective influencing skills and knowledge about what makes an effective campaign.

- Work alongside young people to co-produce campaign resources, events and activities.
- Support young people to participate in consultations, meetings, media opportunities and policy influencing where appropriate.

Relationship building & engagement

- Listen to children and young people with patience and without judgement
- Strive to demonstrate and create mutual respect with children and young people
- Believe in children and young people and allow them space to lead change
- Maintain regular contact with campaigners and support their continued involvement throughout the project
- Develop positive relationships with parents, carers and professionals
- Build partnerships with youth organisations and community groups across Wales (and England where appropriate) to support recruitment, engagement and network building

Monitoring, evaluation & reporting

- Maintain accurate records of engagement and participation activities; 1:1's & group work
- Support monitoring and evaluation of the campaign, in line with our funders' reporting obligations
- Contribute information for quarterly reports, funding updates and communications internally & externally
- Seek and participate in training to enhance your knowledge to support the campaign

Partnership and team working

- Maintaining effective liaison with colleagues working across Children's Legal Centre Wales and external organisations including Just for Kids Law
- Attending and participating in team meetings and other events including fundraising and training days
- Identifying cases where policy and campaigning work could be undertaken
- Contributing frontline experience to Children's Legal Centre Wales and Just for Kids campaign and sector change work
- Networking and building relationships with external professionals and agencies supporting young people
- Working with the Policy Officer and Policy Lead to keep up-to-date with relevant legislation and policies and collaboratively direct the project. (Including preparing for and providing responses to relevant consultations and policy papers).
- Building links with statutory groups and government bodies in partnership with policy colleagues to establish opportunities for young people to impact change.
- Build and maintain positive relationships with colleagues from Just for Kids Law

General responsibilities

- Being a positive, cooperative, and constructive team member; upholding the values of Children's Legal Centre Wales
- Representing and promoting the organisation's work positively
- Carrying out all work with due regard to Children's Legal Centre Wales policies and procedures, including safeguarding and staff safety
- Attend meetings, training and supervisions

- Promote equality, diversity, inclusion and children's rights in all aspects of the role

Other duties

- Carrying out any other duties which fall reasonably within this role.

Person Specification

	Essential (must have in order to carry out the work)	**Desirable** (not essential but preferable)
Knowledge		
• Understanding of youth participation principles and practice	**X**	
• Understanding of children's rights and participation	**X**	
• Understanding of trauma-informed practice	**X**	
• Understanding of anti-racist practice and inclusive approaches	**X**	
• Awareness of issues affecting children and young people	**X**	
• Knowledge of policing, youth justice or children's rights		**X**
• Understanding of safeguarding practice		**X**
• Knowledge of campaigning or social action approaches		**X**
• Welsh Language		**X**
Experience		
• Experience working directly with children and young people in individual and/or group settings.	**X**	
• Experience building positive relationships with young people.	**X**	
• Experience facilitating groups, workshops or activities.	**X**	
• Experience supporting young people to have their voices heard.	**X**	
• Experience of co-production or participation projects.		**X**
• Experience supporting young people to influence decision makers.		**X**
• Experience working within trauma-informed environments.		**X**
We particularly welcome applications from people who have: • *Lived experience of campaigning for change* • *Lived experience of the youth justice system* • *Lived experience of policing powers* • *Personal or professional experience of youth work or community organising* *We recognise that valuable experience is gained in many different ways and encourage applicants to apply even if they have not gained their experience through formal employment.*		
Qualifications and training		
• Youth work qualification or relevant training		**X**
Skills and abilities		
• Excellent relationship-building skills	**X**	

• Ability to engage and motivate children and young people	X	
• Confident facilitator of groups and workshops	X	
• Creative approach to participation and engagement	X	
• Excellent verbal communication skills	X	
• Good written and organisational skills	X	
• Ability to work collaboratively within a team	X	
• Ability to manage competing priorities	X	
• Ability to adapt communication for different ages and needs	X	
• Computer skills	X	
• Driver (with valid license and car)		X
Qualities		
• Passionate about children's rights and youth-led change	X	
• Believes in young people's ability to create change	X	
• Empathetic, approachable and emotionally intelligent	X	
• Reflective and committed to continuous learning	X	
• Flexible and adaptable	X	
• Comfortable working collaboratively with young people as equal partners	X	
• Committed to trauma-informed and anti-racist practice	X	
• Uphold clear professional boundaries	X	
Other requirements		
• Willingness to travel regularly throughout England and Wales	X	
• Willingness to undertake occasional overnight stays and evening or weekend work	X	
• Willingness to attend training and professional development	X	

Safeguarding

This role requires an enhanced DBS check. The postholder will contribute to a strong safeguarding culture across all activities.