

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Group:</b>	Community & Children's Services
<b>Division:</b>	Children's Services
<b>Section:</b>	Community Wellbeing & Resilience
<b>Sub Section:</b>	Youth Services
<b>Post Title:</b>	WICID Editor – Externally Funded
<b>Vision Post Number:</b>	
<b>Grade:</b>	GR7
<b>Responsible to:</b>	Youth Engagement and Participation Team Leader - Information, Advice and Guidance
<b>Posts Reporting to this Post:</b>	None
<b>Team:</b>	Youth Engagement & Participation Service
<b>DBS Required Level:</b>	Enhanced
<b>Location:</b>	Ty Trevithick
<b>Date of Description:</b>	January 2019

### **KEY OBJECTIVES**

**To take lead responsibility for the development and maintenance of all social media platforms used by the Community Wellbeing and Resilience Service, ensuring that all information and communication disseminated is accurate, appropriate, timely and is Welsh Language Standards and GDPR compliant.**

**To be responsible for the preparation and dissemination of multi-media communications on behalf of the Children and Young People Service and the Resilient Families Service**

**To provide information and support to young people aged 11-25 across RCT through the Wicid website.**

**To lead the ongoing development of the Wicid.tv youth website designed to give young people a platform to showcase their creative writing, photography, filming and all things creative to ensure it remains tailored to the identified needs of young people.**

**To be responsible for providing infrastructure development and technical support for the virtual platform wicid.tv**

### **SPECIFIC RESPONSIBILITY**

1. To be responsible for developing, monitoring and editing the English language Wicid website and to ensure that all content is translated to be compliant with the Welsh Language Standards.

2. To be responsible for ensuring all information advice and guidance in relation to children, young people and families offered is kept up to date and complies with national guidance

3. To be responsible for ensuring that activities, events, information and news on services across the Community Wellbeing and Resilience Service are well publicised and easily accessible to service users and residents

4. To liaise with statutory and voluntary sector youth organisations, organising and delivering editorial and digital media workshop activities, with a particular focus on engaging harder to reach or marginalised groups of young people in digital media opportunities

5. To be responsible for co-ordinating the work of the Youth Editorial Group, including the recruitment, training, support and ongoing mentoring of youth editors.

6. To undertake direct work with young people to develop their editorial skills including identifying appropriate topics for website content, undertaking research, article writing and publishing online.

7. To be accountable for the oversight and regulation of all editorial content on a daily basis to ensure the safeguarding of all website users, maintaining positive relationships with those young people submitting content for publication on the wicid website

8. To be responsible for working closely with the Council's Corporate Communications and Marketing team and the Information Governance Team to ensure that the use of all multi-media communication platforms adhere to the corporate requirements of the Council and the personal information (including images) comply with GDPR regulations.

9. To provide constructive feedback to young people to facilitate their learning, providing advice and suggestions on improving content in line with the Information,

Advice and Guidance requirements set out in the WG Youth Work Curriculum Strategy, Extending Entitlement and other relevant strategies and policies.

10. To be responsible for the preparation, delivery and evaluation of young people's Information, Advice and Guidance activities with a range of young people, in a range of settings in accordance with the Youthwork Curriculum Strategy for Wales, as directed by the Team Leader.

11. To be responsible for the wellbeing of all young people accessing the wicid.tv website by adhering to safeguarding and health and safety policies and child protection procedures at all times.

12. To assist with competitions, events and functions across the Community Wellbeing and Resilience Service as required.

13. To take personal responsibility for keeping up to date with national guidance, changes to legislation and new strategies which might impact on this role

14. Provide and present detailed reports (financial, statistical, qualitative and quantitative) on the provision of information advice and guidance for children, young people and families to the Children and Young People Service Manager and the Resilient Families Service Manager and recommend improvements as necessary

15. To maintain and store of accurate data in accordance with internal and external requirements and standards, communicating effectively with a range of professionals and sharing appropriate information in line with agreed protocols for the benefit of children and families.

16. To participate fully in feedback and supervision with the line manager

17. Be responsible for own personal learning and development

**To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.**

**To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.**

**THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.**

***Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).***



## PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

<b>ATTRIBUTE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>KNOWLEDGE / EDUCATION</b>	<p>Level 3 qualification in Youth and Community Work or ability to undertake qualification within 12 months of appointment</p> <p>A good understanding of the policy guidance and legislation governing the provision of information advice and guidance provision for children, young people and families</p> <p>Sound knowledge and understanding of Child Protection processes and procedures in particular web/online safety</p> <p>An understanding of the mechanisms for involving young people in decision making</p> <p>An understanding of the use of social media platforms as a way of communicating with young people.</p> <p>Welsh Language Level 1- All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to the Welsh Language Skills Guidance online <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a></p>	<p>A media/journalism qualification</p> <p>Sound knowledge and understanding of Youth Work policy e.g. Extending Entitlement, Youth Work Curriculum Statement for Wales</p> <p>Knowledge of wicid.tv</p> <p>Welsh Language Level 5 - Please refer to The Welsh Language Skills Guidance online <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a></p>

<p><b>EXPERIENCE</b></p>	<p>Experience of working with young people</p> <p>Experience in creative writing / journalism</p> <p>Multimedia experience including website development and maintenance</p> <p>Managing social media platforms on behalf of organisations</p> <p>Experience of working with a range of partners involved in work with children and young people</p>	<p>Experience of working with schools and parents</p>
<p><b>COMPETENCIES</b></p>	<p><b>Technical, Specialist &amp; Professional Framework</b></p>	
<p><b>Working in partnerships and teams</b></p>	<p>Is proactive and positive about giving support and advice guidance and sharing best practice with colleagues</p> <p><b>Knows when it will be most effective to work as a team and when to work alone; works well in both</b></p> <p>Will go over and above what's normal to contribute to the team's effectiveness</p>	
<p><b>Professional expertise and development</b></p>	<p>Demonstrates excellent practice and an extensive knowledge base in their own professional area</p> <p>Proactively keeps up to date with changes to legislation, policy, procedure and best practice within the Council and other organisations</p> <p><b>Is always up to date with new IT and technology, promotes use of IT to support their work</b></p>	
<p><b>Communicating effectively</b></p>	<p>Consistently uses the form of communication that is best for the situation (e.g. verbal, email writing)</p> <p>Adapts their style of communication to suit their audience including translating technical language</p> <p><b>Produces excellent and accessible written information</b></p>	

<p><b>Focusing on service users</b></p>	<p>Identifies and responds to all needs, not just those presented to them</p> <p><b>Uses professional knowledge and expertise to raise standards of service for customers</b></p> <p>Understands and actively addresses diversity issues and treats all customers according to individual needs</p>
<p>Achieving results</p>	<p>Takes pride in delivering high quality work for the benefit of service users. Meets or exceeds targets</p> <p>Is proactive and flexible to changing demands and knows when to compromise</p> <p>Anticipates potential problems and resolves them early</p>
<p>Managing resources</p>	<p>Plans well in advance to meet deadlines</p> <p>Prioritises workloads according to needs and risk; uses the business plan as reference point</p> <p>Seeks out alternative solutions to achieve outcomes within available budgets</p>
<p><b>SPECIAL CONDITIONS &amp; PROFESSIONAL REQUIREMENTS</b></p>	<p>Competent ICT skills</p> <p>The postholder will need to travel independently throughout the Borough Council</p>