



Clybiau
Plant Cymru
Kids' Clubs

TTO/0525

TRAINEE TRAINING OFFICER

Application Pack

[TO ACCESS THIS PACK IN
WELSH, CLICK HERE](#)

A company limited by guarantee 4296436
Registered Charity 1093260 Working in partnership with:



ABOUT US

Clybiau Plant Cymru Kids' Clubs is the national organisation for Out of School Childcare Clubs in Wales.

Our vision is a Wales where children play, and communities prosper.

Our mission is to be the voice of Out of School Childcare Clubs in Wales, supporting children's right to play and quality childcare that is sustainable, affordable and meets the needs of children, their families and communities.

For further information on our values and strategic goals for Out of School Clubs, click [here](#).

Out of School Childcare Clubs run either side of the school day and during holidays, enabling parents/carers to return to work or training and children to enjoy a play focused, quality provision staffed by qualified Playworkers. There are over 1500 Welsh, English and bilingual Breakfast, After School and Holiday Clubs across Wales.

As a registered charity, a voluntary Board of Trustees or Directors make the policy decisions of Clybiau Plant Cymru Kids' Clubs. These people are elected annually and are drawn from Out of School Childcare Clubs across Wales.

We provide childcare business support and training:

Childcare Business Support

We can help individuals, schools, existing childcare providers, committee members and others set up and support existing childcare businesses.

Training

We have been training the Out of School Childcare sector for over 20 years to develop a professional workforce that embraces and supports children's self-directed play.

We provide Playwork qualifications (NCFE CACHE, the awarding body for qualifications, rate us as excellent), Continuing Professional Development and a range of play-based activity workshops. See our latest training events and directory [here](#).

BENEFITS OF WORKING WITH US

Experience the Clybiau Plant Cymru Kids' Clubs difference

Impact that Matters:

Experience the true joy of making a lasting impact on young lives. At Clybiau Plant Cymru Kids' Clubs, you'll be part of a team that's creating a Wales where children play, and communities prosper.

Your Time to Unwind:

Enjoy a well-deserved break with our generous holiday package. We believe in work-life balance, ensuring you have the time to recharge and enjoy life beyond the workplace.

Flexibility that Fits:

We understand life's demands. Embrace a fulfilling career while enjoying the flexibility you need with our TOIL scheme and agile working. Your well-being matters, and we're here to support your journey.

Unleash Your Potential:

Unlock a world of growth through our comprehensive training and development programs. At Clybiau Plant Cymru Kids' Clubs, we invest in your skills, ensuring you reach your highest potential.



Staff Survey 2024



100 % AGREED
I feel encouraged to come up with new and better ways of doing things



100 % AGREED
My job makes good use of my skills and abilities



100 % AGREED
I am encouraged to do my best



100 % AGREED
The organisation visibly demonstrates a commitment to quality



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BENEFITS OF WORKING WITH US

For your wellbeing

Flexible working arrangements, hybrid working, training and development opportunities as well access to our Wellbeing Hub and Mental Health Champions, monthly supervision meetings with your line manager and yearly appraisals.

For your health

28 days holiday pro rata plus public holidays (pro-rata for part-time working) plus additional perks based on length of service that become available on 3 years' service and 5 years service which include additional annual leave days and access to Perkbox. We also provide corporate health cover through Simply Health whereby after a six-month probationary period, employees who are confirmed in post receive Simply Health Cover – free of charge – and the option to pay for additional cover for spouse / partner and children.

For your financial security

Clybiau Plant Cymru Kids' Clubs operates a stakeholder pension scheme in conjunction with Aviva. Employees may, subject to certain eligibility criteria, join the pension scheme. Eligible employees will receive a pension contribution of 6% from Clybiau Plant Cymru Kids' Clubs, provided the employee contributes 2% of their gross basic salary, into the scheme, enhanced maternity pay, paternity leave and adoption leave. A mileage allowance is payable when on Clybiau Plant Cymru Kids' Clubs business. Out of pocket expenses incurred while on Clybiau Plant Cymru Kids' Clubs business are also paid for subsistence and travel, within a limit. Expenses are paid monthly in arrears.



WHAT IS IT LIKE TO WORK FOR CLYBIAU PLANT CYMRU KIDS' CLUBS?



“

I find the agile working agreement along with the TOIL system fits well with my commitments and really gives me a good work life balance. I find my role rewarding and enjoy being part of a team that all pulls together.

”

“

I really enjoy working for Clybiau Plant Cymru Kids' Clubs, the team are all friendly and great to work with. I enjoy my role as a Childcare Business Development Officer supporting governance, sustainability and quality in Out of School Childcare clubs, as my work is very varied and no two days are the same. I get real pleasure from supporting the sector, as well as knowing that I'm making a difference to give children quality, sustainable childcare and play experiences in Out of School Childcare Clubs.



”



“

As a new member of the team i have been welcomed with open arms and feel like the part of the team having only been here a short period of time. It's a lovely, busy place to work and everyone has been very friendly and supportive.

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THE ROLE OF THE TRAINEE TRAINING OFFICER

Clybiau Plant Cymru Kids' Clubs wishes to appoint a part time (29.6 hours) Trainee Training Officer, to be based in our Cardiff, with an agile working agreement in place.

The salary of £30,285 pro rata (£32,115 pro rata upon confirmation in post) is based on a 37 hour week, payable monthly by credit transfer. The work demands flexible hours and may include evening, weekend and occasional nights away from home. There are 28 days holiday pro rata plus public holidays. The holiday year runs from 1 September to 31 August.

The Training Team is led by the National Training Manager, the candidate will be responsible to the Lead Training Officer and Lead IQA. The Welsh Language Trainee Training Officer's main responsibilities are listed in the evaluation criteria. You will need an understanding of Windows and Microsoft packages including Word, Excel, Outlook, Teams and be willing to learn about and use new software packages and online monitoring systems.

The main focus of the role is to support the organisation to meet its strategic goals by delivering and assessing high quality training to support the Out of School Childcare Sector and the Playwork Workforce.

The successful candidate should have a flexible approach to work and be able to adapt to varying pressures, deadlines and workloads. We are seeking to employ an individual who is keen to learn and fulfil their potential by developing to meet the detail set out in the evaluation criteria. We will work with the individual to understand and to meet the requirements of the role, to continue their professional development and to grow with the team and organisation.

All employees play a vital role in furthering the strategic plan of the organisation.

If you are keen to join our team and have initiative, enthusiasm and drive and are flexible in your approach to work, we look forward to receiving your application.

All offers of employment are subject to satisfactory reference, and a six-month probationary period.

An enhanced DBS Check and Membership of the Education Workforce Council (if not already in place) will be required prior to employment, cost will be met by Clybiau Plant Cymru Kids' Clubs.

JOB DESCRIPTION

Job Title

Trainee Training Officer

Location

Based from our Cardiff office with agile working agreement in place

Hours of Work

29.6 per week (Monday – Friday)

Responsible To

Lead Training Officer/Lead IQA

Pay Scale

£30,285 pro rata (£32,115 upon successful confirmation in post, normally after 6 months)

KEY TASKS AND RESPONSIBILITIES

To support the organisation to meet its strategic goals by delivering and assessing high quality training to support the Out of School Childcare Sector and the Playwork Workforce.

1. Support delivery of dynamic Playwork qualifications, training and workshops
2. Deliver play based workshops and model a positive playwork approach
3. Undertake workplace assessment of Playwork Learners
4. Assist in the delivery of training projects within the organisation
5. Support the creation of Training Resources
6. Contribute to the creation of Newsletters and Weekly Bulletin
7. Attend internal and external meetings
8. Undertake Professional assessing and teaching qualifications, achievement of these qualifications will lead to a review of salary
9. Further own professional development to enhance the ability to carry out the role as and when appropriate

KEY SKILLS & EXPERIENCE

Essential

- Knowledge / Experience in Playwork and current Playwork Practice.
- Good communication skills, verbally and in writing and the ability to work with a range of different people at different professional levels and fellow team members.
- Computer literacy.
- Full driving licence and access to a vehicle.

Desirable

- Ability to speak and write in both English and Welsh.
- Educated to degree level, PGCE Cert ED (Level 5).
- Experience of using online portfolio systems.
- Understanding & awareness of childcare and play issues, and the role of Out of School Childcare Clubs within the economic agenda.

EVALUATION CRITERIA

OBJECTIVE 1.

Support delivery of dynamic Playwork qualifications, training and workshops.

PERFORMANCE CRITERIA

- Support the development of suitable training courses and materials including lesson plans and to review and update existing training courses.
- Follow the plans and resources for training in line with standardisation and version control.
- Provide feedback on training to support development of delivery and practice.
- Conduct peer observations to ensure that the organisation's bilingual policy is adhered to in all instances.

OBJECTIVE 2.

Deliver play based workshops and model a positive playwork approach.

PERFORMANCE CRITERIA

- Develop suitable play opportunities for children in line with specific projects.
- Support the reviewing and feedback of workshops.
- Ensure that resources are maintained and returned to appropriate storage.

OBJECTIVE 3.

Undertake workplace assessment of Playwork Learners.

PERFORMANCE CRITERIA

- Complete and review individual Learning plans and when needed Additional Learning Needs/English as an Additional Language/Well-Being Page.
- Visit full diploma learners on a monthly basis in their workplace to complete assessments and reviews.
- Visit Learners on Agored Qualifications and complete assessments and mentoring.
- Manage learners' portfolios in line with our fair assessment policy.
- Complete all paperwork required as part of the training process, timely and accurately.

OBJECTIVE 4.

Assist in the delivery of training projects within the organisation.

PERFORMANCE CRITERIA

- Under the direction of the training leadership team deliver training to Clybiau Plant Cymru Kids' Clubs Staff and trustees.
- Support the delivery of conferences and networking events.

OBJECTIVE 5.

Support the Creation of Training Resources.

PERFORMANCE CRITERIA

- In consultation with the Lead IQA and Lead Training Officer create resources to support our Training Programmes.
- Present newly created resources to the Training Team to standardise.
- Maintain version control and follow the branding guidelines.

OBJECTIVE 6.

Contribute to the creation of Newsletters and Weekly Bulletin.

PERFORMANCE CRITERIA

- Write articles for the organisational and training newsletters.
- Contribute to the creation of blogs, regarding hot topics or experiences.

OBJECTIVE 7.

Attend internal and external meetings.

PERFORMANCE CRITERIA

- Take part in standardisation meetings with project group.
- Attend meetings internally and externally and play a positive and productive role.

OBJECTIVE 8.

Undertake Professional assessing and teaching qualifications.

PERFORMANCE CRITERIA

- Level 3 NCFE Certificate in Assessing Vocational Achievement.
- L3 Award in Education and Training.
- Level 3 Award in Delivering Dynamic Playwork Training.

OBJECTIVE 9.

Further own professional development to enhance the ability to carry out the role.

PERFORMANCE CRITERIA

- Engage with continued professional development throughout the year, including face to face Playwork practice.
- Reflect on continued professional development and record on CPD log.
- Share learning from courses attended.



HOW TO APPLY

Offers of employment are subject to satisfactory references, identity checks and DBS checks (if eligible) at the appropriate level.

[PLEASE COMPLETE THE ELECTRONIC APPLICATION HERE](#)

[PLEASE COMPLETE THE EQUAL OPPORTUNITIES MONITORING FORM HERE](#)

We know that interviews can be a daunting experience. If you are shortlisted, we want to put you at ease by:

- Offering the opportunity to speak with a member of the team before the interview to chat.
- Committing to fully understanding any additional needs and/or any access requirements you may have and putting any necessary requirements in place within good time.
- Sharing the format of the interview and what will be expected of you beforehand, so that you can be well prepared, and feel more in control and comfortable, which will also help us to get the best out of you.
- Ensuring an interview panel that is representative of candidates.

We want the experience to be a pleasant one that you will reflect on positively regardless of the outcome. We very much look forward to reading about you, to get to know you further.

We will keep you in the know! Whether you are successful or not at each stage of shortlisting we will be in touch with next steps and are happy to offer you feedback on your application/interview.

The key dates:

- Deadline for applications – 26/05/2025
- Invite candidates to interview – By 29/05/2025
- Interviews will take place week commencing 02/06/2025

For assistance with your application or to discuss the recruitment process you can contact our friendly Senior General Administrator Becci.



02920 741000



recruitment@clybiauplantcymru.org



Clybiau Plant Cymru Kids' Clubs exists to help communities in Wales by promoting, developing and supporting quality, affordable, accessible out of school childcare clubs.

We are a Wales wide organisation that helps set up, develop and support out of school childcare clubs. We help clubs or prospective clubs to apply for funding and we train and support club staff during the set up and subsequent running of the club.

GOOD LUCK WITH YOUR APPLICATION!

www.clybiauplantcymru.org