

**VOICES FROM CARE CYMRU**

**JOB DESCRIPTION**

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| **JOB DESCRIPTION:**  **ACCOUNTABLE TO:**  **LOCATION:**  **HOURS OF WORK:**  **SALARY:**  **CONTRACT TYPE:** | Impact Officer  Finance/ HR Team Leader  Remote working & 45, The Parade, Roath, Cardiff, CF24 3AB  21  £11,920.73 actual salary  Fixed term until April 30th 2022 |

**Mission and Values**

Voices From Care Cymru exists to improve the lives of care experienced children and young people in Wales, which we achieve by being an independent voice

The things we value are:

* **Being Young-Person Led**

Everything VFCC does is guided by care experienced children & young people. Our Board of Trustees is split between young people and professionals and we regularly consult children and young people on issues that are important to them.

* **Equality For Everyone In Care**

We believe that care experienced children & young people should have the same chances and opportunities as their non-care experienced peers. They should not have to face stigma, discrimination and barriers in life because of their care experience.

* **Creating A Care Family**

VFCC provides the opportunity for care experienced children & young people to meet, grow, learn and develop long lasting friendships.

* **Being Aspirational**

VFCC wants care experienced children & young people to be everything that they can be. We want to inspire them and nurture their potential.

* **Celebrating Individuality**

VFCC is a unique organisation and we recognise and celebrate the individuality and diversity of the children & young people we work with. We see that the different backgrounds, experiences and views of care experienced children & young people help us to develop as an organisation and better represent the wider care population.

**Purpose of post**

This post is funded by WCVA’s Resilience Fund to strengthen the organisation and to increase its impact. This post will lead on the achievement of such accreditation as the Trusted Charity Mark, Living Wage certification and other relevant awards. The role will also play an integral part in collating internal monitoring and performance information for reporting to Senior Management and the Board.

**Duties:**

* To assist VFCC in its understanding of the Trusted Charity Mark and Living Wage Employer certificate
* To ensure a clear Accreditation Action Plan is developed to enable VFCC to achieve the Trusted Charity Mark and Living Wage Employer certificate
* To assist VFCC in aligning its governance, compliance and performance activities in order to achieve accreditation through the development of systems and processes
* To report to the Senior Management Team (SMT) on the progress against the Accreditation Action Plan
* To research into other relevant accreditation
* To assist in the collation of monitoring information required for the SMT and Board of Trustees
* To use the Lamplight (client database) system and assist with its ongoing development
* To gather and collate good practice to drive consistent and high-quality services

**Skills & Qualifications**

**Essential**

* 1. Committed to the values of VFCC
  2. Excellent organisational skills and attention to detail.
  3. Experience of providing administrative support to maintain and improve office systems and/or databases.
  4. Experience of report writing or the compilation of monitoring information
  5. Previous experience of project planning
  6. Excellent presentational and English language communications skills (both oral and written).
  7. Excellent IT skills; working knowledge in the use of a range of computer software, including Microsoft Office applications (especially Word, Excel and Access).
  8. An understanding and commitment to confidentiality within the framework of GDPR.
  9. Enthusiastic, with a positive attitude and a flexible approach to work.
  10. The ability to work effectively under pressure and meet deadlines.
  11. A demonstrated ability to work both independently and as part of a team.
  12. A commitment to equality and diversity and fostering a positive and fair working environment.

**Desirable**

* 1. Personal experience of the care system
  2. Ability to speak Welsh
  3. Previous experience of working in the voluntary sector
  4. Previous experience of using Office 365
  5. Desirable to have lived in experience

**All posts are subject to receipt of satisfactory references and a satisfactory DBS enhanced disclosure check.**