

## Youth Climate Ambassadors for Wales Coordinator

### JOB DESCRIPTION

<b>Employed by:</b>	Climate Cymru, hosted by Welsh Centre for International Affairs (WCIA)
<b>Responsible to:</b>	Clare James, Head of Movement Building, Line Manager
<b>Salary and pension:</b>	<p>£32,104 pro rata (pay point 22)</p> <p>Automatically enrolment into our pension scheme and the WCIA will match your contribution up to a maximum of 5% of your gross salary (minimum 4%)</p>
<b>Employment terms:</b>	<p>12 months, with a three-month probationary period.</p> <p>We are actively seeking additional funds to continue the role beyond the 12 months YCA programme.</p>
<b>Base:</b>	Remote working, with the option for office or hybrid work at the Temple of Peace.
<b>Hours:</b>	<p>1 Day per week/ 7.4 hours per week.</p> <p>Actual weekly hours may vary, managed through our TOIL and flexible working policies.</p> <p>The post holder will be required to work a flexible timetable, which will include Sundays and evenings to support YCA outside of school hours.</p>
<b>Leave allowance:</b>	36 days including bank holidays pro rata
<b>Travel:</b>	Attending events, meetings and activities in person in Cardiff and across Wales will be a regular part of the role.
<b>Other:</b>	This post is subject to an enhanced DBS check and the successful candidates will be required to undertake safeguarding training and equal opportunities for training.

### About the WCIA

The Welsh Centre for International Affairs (WCIA) inspires people to learn about and act on global issues so everyone in Wales can contribute to creating a fairer and more peaceful world.

We are committed to increasing diversity in the WCIA, removing barriers and supporting all our staff to reach their potential. We welcome applications from everyone regardless of age, marriage (including equal and same sex marriage) and civil partnership, sexual orientation,

sex, gender identity, impairment or health condition, race, religion or belief or pregnancy and maternity.

## About Climate Cymru

Climate Cymru (<https://climate.cymru/>) is a movement of thousands of individuals and a network of over 400 organisations from all sectors in Wales, brought together by shared values and a recognition that the climate and nature emergencies require urgent, fair action. We believe that action should be guided by science and the voices of people across Wales.

Climate Cymru is hosted by the Welsh Centre for International Affairs (WCIA). WCIA is a charity that inspires people in Wales to learn about and take action on global issues. WCIA's vision is that everyone in Wales contributes to creating a fairer and more peaceful world.

Climate Cymru is impact-focused and a powerful vehicle for change in Welsh society. We do this by:

- Putting pressure on those with power to take concrete action
- Engaging productively with the Welsh Government
- Making sure voices from across Wales are heard and represented
- Inspiring and connecting our network
- Amplifying and accelerating our partners' work
- Sharing important information and opportunities with our network and the wider public
- Learning from society in Wales, and beyond
- Building broad public support for action
- Representing Welsh voices and organisations nationally

## About the Youth Climate Ambassadors for Wales (YCA)

The Youth Climate Ambassadors for Wales are a group of 13- 15 young people from across Wales who are passionate Climate Activists fighting for Climate Justice.

They are supported by Climate Cymru and the Welsh Centre for International Affairs (WCIA), and funded by the Young Gamechangers Fund, with the aims and actions led by the Youth Climate Ambassadors for Wales.

Find out more here: <https://www.ycawales.com/>

The aims and objectives of the YCA for the next 6 months are as follows:

- Expanding our river pollution and biodiversity campaign, using public events, digital content, and youth-designed resources to raise awareness and demand change, following up the petition and outcomes of petitions committee meetings.
- Launching our nature-based solutions exhibition at the National Museum Cardiff, including youth-led workshops and guided tours for schools and families.
- Organising a youth-led election event in early 2026 to engage political candidates with our manifesto and youth climate priorities ahead of the Senedd elections.
- Launching local YCA groups across Wales, creating a connected national network of young climate leaders who can tackle local issues while linking back to the Pan-Wales YCA group.
- Collaborating with the Youth Peace Ambassadors on a new campaign to hold governments accountable for military and war-related emissions—an overlooked contributor to climate breakdown.

- Sustaining engagement and leadership by funding coordination, travel, and communications support to keep young people connected and involved.
- Continued Training provision for the young people according to needs of the group

## Summary of the Role

Reporting to the Head of Movement Building, the Youth Climate Ambassadors for Wales Coordinator will support the YCAs in terms of youth work, administration, planning and project implementation and pastoral support. We are looking for someone with practical experience of youth work and good management/administration skills with a passion for tackling environmental issues and supporting young people to thrive.

This role involves working closely with the Volunteer and Schools lead at Climate Cymru, other CC team members, external organisations and partner organisations.

Any candidate offered the position will be expected to sign and adhere to WCIA's Safeguarding policy and Code of Conduct.

## Specific responsibilities for this role include:

### 1. Youth Work

- To deliver face to face and online youth work
- To build and maintain positive relationships with young people
- To work within a team to identify the needs of young people and assist in the delivery of personal development programmes
- To encourage young people to actively participate in the decision-making processes of the programme
- To support and induct new YCA members into the group
- To support the YCA to engage with political forums, such as the Cross-Party Group on Climate Change in the Welsh Parliament
- To support the YCA in running youth led events in Wales to help establish wider youth engagement and routes for young people across Wales to engage with the YCA

### 2. Administration/ General

- To support YCA with their administration and organisation including to respond to requests for meetings and manage/respond to contacts
- To keep accurate records of all aspects of YCA and their activities
- To monitor and evaluate youth work in consultation with colleagues and young people and set targets for progression
- To undertake research into actions that young people wish to take and support them to deliver against their action plan
- Reporting for Funders
- To keep all data in accordance with GDPR regulations
- To be accountable and responsible for carrying out the duties and responsibilities of the post with due regard for WCIA's Equal Opportunities policy and safeguarding policy
- To undertake any other such duties commensurate within the grade of the post, as required and as requested by your line manager

## Person Specification

Applicants must demonstrate the following attributes by linking them with their skills and experiences in the job application statement.

### Essential requirements

- Demonstrated understanding of, and commitment to, Climate Cymru's mission and WCIA's vision for a fairer, more peaceful world.
- Committed to support the use of the Welsh language
- Understanding of how to engage young people in a truly youth lead programme
- Ability to engage young people without being patronising and treat young people as equals
- Be able to gain trust and respect from youth to develop lasting and impactful relationships with them
- Understanding of the Welsh context of the importance of the youth voice
- A relevant Youth Worker or other qualification or experience
- Excellent organisational skills
- Must be willing to work weekends and flexible hours to meet the needs of the YCA
- Experience of youth engagement and running youth-based events (including online)
- Excellent ICT skills, running online events and supporting online meetings
- Knowledge or working experience of safeguarding practices

### Desirable attributes

- Fluency in Welsh, with the ability to write and deliver communications in Welsh
- Understanding of climate change, climate anxiety and/or environmental campaigning
- Understanding of and commitment to safeguarding principles
- Understanding of the UNHRC rights of a child

## Application Process

- All applicants must complete the official WCIA Application for Employment form, available at [Vacancies - Welsh Centre for International Affairs](#). We will only accept application forms, not CVs or covering letters – **please make sure you explain, with examples, how you have all the essential criteria in your application**

- All applicants should complete the Equal Opportunities form. Please note, this is separated from your application form upon receipt and not shared with the shortlisting or interview panel.
- Please submit your application by email to [centre@wcia.org.uk](mailto:centre@wcia.org.uk). If you do not have access to email you can send a paper application to the address given on the application form. Please get in touch if you have any other access requirements in order to submit an application.
- The deadline for receipt of applications is **1pm on 23th February 2026**. We will send an email acknowledgement to all applicants. If you do not receive an acknowledgement before the deadline please contact us. We cannot be held responsible for applications that do not reach us, or that arrive after the deadline.
- The WCIA operates name-free recruitment. The recruiting panel will not see personal information such as a candidate's name and address during the sifting process. This policy is in line with our commitment to end bias and promote equality and diversity.
- If you are shortlisted for an interview, we will contact you directly. Interviews will take place in the **week of 2nd March 2026** at the Temple of Peace, Cardiff, or online.
- If you have an impairment or health condition or use British Sign Language and need to discuss reasonable adjustments for any part of this recruitment process, or wish to discuss how we will support you if you were to be successful, please email [centre@wcia.org.uk](mailto:centre@wcia.org.uk) as soon as possible and a member of the team will contact you to discuss your concerns and requirements.
- No references will be taken up until a provisional offer of employment has been made.
- Unsuccessful applicants will be informed by email.