International Youth Work Manager

JOB DESCRIPTION

Employed by:	Welsh Centre for International Affairs (working name Cymru Global) l
Responsible to:	Head of Global Learning (member of the Senior Management Team)
Salary and pension:	**£35,994 pro rata** Automatic enrolment into our pension scheme. Cymru Global will match your contribution up to a maximum of 5% of your gross salary (minimum 4%).
Employment terms:	1-year fixed-term contract, with a view to extending if Erasmus+ funding is secured
Base:	Remote working with travel to Temple of Peace, Cardiff
Hours:	4 days per week (29.6 hours) – flexible and remote working available
Leave allowance:	36 days per annum including bank holidays, pro rata
Travel:	Regular travel across Wales, some UK and occasional overseas travel – public transport wherever possible

Summary of Role

We are looking for an engaging, practical and committed individual to manage Cymru Global's international youth work: our international youth exchanges and international volunteering programme.

This role will manage all aspects of delivery across our international exchanges and placements; hold the programme's budgets and lead its relationships with funders and international partners; expand the programme by building new partnerships and securing funding; and act as safeguarding lead for the programme. The successful candidate will be able to work independently, take responsibility for a broad range of activities, and have a good eye for detail.

The current portfolio includes three Taith-funded projects (Pathway 1 and two Pathway 2 projects), international exchanges with Cardiff University, and individual self-funded international volunteering placements through our international partner networks. Future development includes Erasmus+ Youth projects and hosting international workcamps in Wales.

Specific responsibilities for this role include:

1. Manage the delivery of the international exchange and volunteering programme
    - Manage all aspects of project delivery to a high standard, on time and on budget
    - Plan and manage project timelines across all strands of the programme

- Manage Taith-funded group and individual mobilities: liaising with hosts abroad, recruiting participants and group leaders, booking travel and insurance, collecting enrolment forms and parental consent, and running pre-departure training and debriefs
- Manage the Cardiff University exchange projects, including information for students, pre-departure training, meetings with hosts, invoicing students and paying partners abroad
- Process and support individual self-funded placements abroad through the PLATO placement tool
- Design and deliver non-formal training, including pre-departure training, Train the Trainer sessions and dissemination events across Wales
- Accompany groups abroad where required
- Offer young people accreditation through the Youth Achievement Award, assessing their work and liaising with Youth Cymru

2. Expand the scope of the programme
    - Identify and build relationships with new partners in Wales and abroad, including organisations able to host international workcamps in Wales
    - Identify funding sources and draw together internal and external expertise to secure funding and ensure the programme's financial sustainability
    - Lead the development of funding bids (in partnership where appropriate), including Erasmus+ Youth projects (KA1 and KA2)
    - Represent Cymru Global in international networks, in particular the Alliance of European Voluntary Service Organisations (including its Technical Meeting and General Assembly) and CCIVS, and in Welsh youth work networks such as CWVYS
3. Manage the finances and risk of the programme
    - Hold and manage project budgets, including agreeing adjustments with funders
    - Working closely with the Head of Finance on quarterly management reporting, reviewing actual income and expenditure against approved budgets, preparing forecasts, monitoring financial performance, and identifying, analysing and reporting budget variances at the earliest opportunity to support informed decision-making and effective financial management.
    - Ensure accurate financial records, including income, expenses and receipts
    - Take a proactive approach to risk management: own risk assessments for group mobilities and individual placements, in liaison with partners, and keep your line manager informed
4. Lead on safeguarding for the programme
    - Act as safeguarding lead for the international exchange and volunteering programme, ensuring staff and group leaders are trained and understand and act on relevant policy and practice
    - Deliver safeguarding training to staff and group leaders
    - Act as 24/7 emergency contact for participants while they are travelling

5. Ensure quality, learning and good relationships
    - Ensure high-quality monitoring and evaluation against Cymru Global's strategic objectives and those of our projects and funders, including funder reports and the annual report
    - Promote a learning approach across the programme, in line with our value of curiosity
    - Maintain excellent relationships with funders (in particular Taith) and partners
    - Work closely with your line manager to ensure robust communication between the programme and the wider Cymru Global team
    - Promote international exchanges and volunteering opportunities on our website and social media

6. Networks and communications
    - Take part in the WCVA volunteering network and its meetings
    - Promote volunteering opportunities on our website and social media.
7. Undertake other relevant duties as delegated by your line manager

Person Specification

Essential

- Experience of large-scale project management, ideally of funded international or youth projects (e.g. Taith or Erasmus+)
- Experience of managing and reporting on grant-funded programmes, including complex budgets
- Youth work qualification (Level 2 or level 3) or a willingness to qualify promptly whilst working in the role.
- Experience of designing and keeping to project timelines, meeting deadlines consistently and reliably
- Experience of identifying funding opportunities and writing successful funding bids
- Experience of working with young people, ideally in a youth work or non-formal education setting
- Experience of working with international partners and an understanding of intercultural learning
- Safeguarding training and a strong understanding of safeguarding requirements, with the ability to train others
- Willingness to act as 24/7 emergency contact during exchanges
- Strong understanding of reflective leadership: accountable for mistakes, able to communicate clearly about them and support others to do the same
- Ability to work cooperatively and productively as part of a team, openly sharing information and supporting colleagues

- Creative and critical thinking skills to solve problems and take advantage of opportunities
- Excellent written and spoken communication skills
- Good IT skills, including Microsoft Office, Google Drive, online forms (e.g. Formstack), placement databases (e.g. PLATO) and social media

Desirable

- Ability to communicate in Welsh and English
- Ability to communicate in a European language
- Personal experience of international volunteering, workcamps or exchanges
- Experience of programming activities, events and non-formal training
- Experience of accreditation, such as the Youth Achievement Award

Application Process

- All applicants should complete the Equal Opportunities form. Please note that this form will not be shared with the shortlisting panel for the interview.
- All applicants must complete the official Cymru Global Application for Employment form. 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.
- Please submit your application by email to recruitment@cymru.global
- Please get in touch if you have any access requirements to apply.
- The deadline for receipt of applications is 12pm 4th December 2026
- The interviews will be held the following week.
- 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.
- We operate 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.
- No references will be taken up until a provisional offer of employment has been made.