



Early Years Wales is a national charity and membership organisation that promotes and supports bilingual pre-school care, education and learning through play throughout Wales.

We help to ensure there are sufficient play opportunities for pre-school children that are child-focused and help to promote children’s personal and social development.

JOB DESCRIPTION

Job Title: Reporting to: Line management of: Based at: Hours: Salary: Benefits:	Welsh Language Support Worker – Maternity Cover Welsh Language Project Lead n/a Company Pension Scheme, Hybrid and Remote Working (60% home of field based, 40% office based). 35 hours (negotiable and open to job share) £22,058.40 Treforest Office, RCT, CF37 5YR
Purpose of Role:	To strengthen Welsh language development in the early years by engaging families through accessible, inclusive, and creative bilingual initiatives. The Welsh Language Support Worker will lead on the development and delivery of bilingual resources, parent-child sessions, (both face to face and online), and support initiatives that empower families to use Welsh at home, promote language equity, and contribute to a supportive, language-rich environment for young children.
MAIN DUTIES:	Programme Delivery & Family Engagement <ul style="list-style-type: none"> Plan and deliver engaging bilingual parent-child sessions, workshops, and play-based events across Wales. Lead on bilingual initiatives to promote daily Welsh use in the home. Develop and share bilingual resources including book packs, rhyme sheets, and activity guides to support home learning. Promote Welsh language apps and tools tailored to different age groups and family needs. Resource Development & Digital Content <ul style="list-style-type: none"> Create accessible bilingual content for families, including videos, social media posts, and newsletters. Design themed initiatives that encourage families to explore Welsh language materials together. Produce downloadable resources, activity sheets, recorded sessions and similar opportunities to promote the use of Welsh. Inclusion & Equity



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	<ul style="list-style-type: none"> • Ensure all resources and events are inclusive and accessible for families from diverse cultural and linguistic backgrounds. • Tailor approaches to support communities with historically low exposure to the Welsh language. • Celebrate and promote cultural diversity while embedding Welsh language learning.
	<ul style="list-style-type: none"> • Track participation, resource uptake, and online engagement across all activities. • Collect feedback, testimonials, and case studies from families to evaluate impact and inform future planning. • Share success stories and good practice through reports, digital platforms, and stakeholder updates.
STAKEHOLDER MANAGEMENT / STRATEGY:	<ul style="list-style-type: none"> • Build and maintain strong partnerships with libraries, museums, play centres, health services, and community hubs. • Coordinate events and initiatives in collaboration with local and regional partners, for example BookTrust Cymru and LittleMagicTrain. • Target resources to increase use of Welsh to under-represented groups based on Welsh language data reports.
TENDERS / BIDS:	N/A
MARKETING / PR:	<ul style="list-style-type: none"> • Promote membership through professional networks including individual, student and commercial / professional networks.
PERSONAL DEVELOPMENT:	<ul style="list-style-type: none"> • Keep aware of developments and best practice in your field of expertise • Take responsibility for your own personal development by raising ideas, suggestions and opportunities with your line Manager at any time • Maintain a personal CPD log
HR:	<ul style="list-style-type: none"> • No requirement
BUDGET MANAGEMENT:	<ul style="list-style-type: none"> • N/A

PERSON SPECIFICATION

EXPERIENCE:	Essential: <ul style="list-style-type: none"> • Experience working with families and /or young children in a community, early years, or educational setting. • Proven ability to plan and deliver interactive sessions, workshops, or events for parents and / or children. • Experience developing or using bilingual (Welsh-English) materials and promoting Welsh language use.
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	<ul style="list-style-type: none"> Confidence using digital tools and platforms (e.g. Zoom, Canva, social media) to engage families and create content. Strong interpersonal and communication skills, with the ability to engage and inspire a wide range of people. Ability to work on own initiative and as part of a team Intermediate level Welsh (click on link for level descriptors) or willing to train to achieve this level through CPD opportunities and/or peer to peer support. <p>Desirable:</p> <ul style="list-style-type: none"> Commitment to inclusion and an understanding of how to engage families from diverse cultural or linguistic backgrounds. Experience of partnership working with external organisations (e.g. libraries, health visitors, community centres) Experience creating bilingual content (e.g. newsletters, video scripts, social media posts). Experience evaluating projects through feedback, testimonials, or simple reporting tools. Familiarity with Welsh Government priorities on early years, Welsh language promotion, or family learning. Understanding of early childhood development and the importance of language-rich environments.
QUALIFICATIONS:	<ul style="list-style-type: none"> CCPLD Level 3 or equivalent qualification.
SKILLS:	<ul style="list-style-type: none"> Communication skills – ability to communicate clearly and warmly with parents, children, and professionals. Facilitation skills – confident in leading interactive sessions for families, both in person and online. Organisation and planning – able to manage multiple projects, meet deadlines, and coordinate resources and events. Digital literacy – confident using online platforms (e.g. Zoom), social media, and basic design tools (e.g. Canva, Microsoft Publisher). Cultural sensitivity – awareness of and respect for the needs of families from diverse backgrounds and communities. Data handling – basic ability to manage participant data, track outputs, and contribute to reports or funding bids. Travelling - Full driving license & willingness to travel. Occasional evening and weekend work.

We are committed to building a diverse and inclusive workforce. Applicants who have a disability or are from global majority backgrounds and meet the essential criteria in the person specification will be guaranteed an interview



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