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**KDYS Youth Worker \* 2**

**JOB DESCRIPTION**

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| **Location:** | KDYS Youth Centre , Tralee |
| **Works With:** | KDYS Team in Tralee and surrounding area |
| **Reports To:** | Youth Work Development Manager |

KDYS, the leading youth organisation in South West Ireland as affirmed by the Council of Europe awarding the Quality Label for Youth Centres to our Killarney headquarters. We provide a range of quality services responding to the needs of children, young people, their families and communities.

The post holder is an exceptional individual who will make a difference in the lives of young people and their families by promoting a culture of integrity, youth participation and development, operating in line with our organisational values:-

* *Young people at the heart of everything we do*
* *Concern for the young person’s development; personal, social, educational and spiritual*
* *Commitment to partnership with young people, volunteers, communities and funders*
* *Upholding quality standards of integrity and professionalism.*

**Job Summary**

**Work with young people and the community in Tralee and West Kerry to develop and deliver youth work programmes and supports to young people in the area as per the funding criteria. This post is funded by DCYA and administered by Kerry ETB under the Targeted Youth Funding Scheme (TYFS).**

**Key Duties & Areas of Responsibility will include:**

* To develop, deliver and evaluate youth work programmes and supports to young people as per the funding criteria by:
* Identifying young people at risk in the community through contact with local schools, outreach, referral and other service providers.
* Assess the needs of the young people and develop appropriate strategies for individuals and groups - Planning, developing and implementing needs based programmes/projects for young people.
* Ensuring youth work approaches and methodologies are employed such as centre based programmes, group work, digital youth work, structured drop-in, and individual support.
* Evaluating the work of the project using relevant project evaluation systems.
* Mentor, coach and support staff, volunteers and student placements in the delivery of quality youth service programmes.
* To work within budgets and monitor programme spending in line with KDYS procedures and in conjunction with the Youth Work Development Manager
* To undertake administrative duties relevant to the position, including maintenance of records and provision of reports as required and/or as requested.
* To ensure compliance with relevant Quality Standards Frameworks including NQSF and in accordance with other KDYS requirements.
* Identify and pursue sources of funding for projects to improve services and/or resources for young people.
* Actively participate in both internal and external networks, structures and events relevant to the post
* To prepare for and attend individual supervision on a regular basis.
* Ensure ongoing compliance with organisational data protection policy and practice in all aspects of the role.
* Support the KDYS planning and reporting processes
* To undertake other duties as may be requested. This may include involvement in the organisations events, fundraising, research etc.

**Special conditions**

* A relevant degree in youth work, community work, family support, social care, social work, education or other relevant discipline
* Minimum 1 years relevant work experience. Voluntary Work Experience is valued.
* Experience in the design and delivery of a wide range of programmes for vulnerable young people across the five national outcomes as per the national youth strategy
* Fluency in English, both written and verbal
* Full, clean driver’s license

**Skills, competencies & attributes**

**Specialist Knowledge, Expertise & Self Development**

* Experience in working with young people (particularly with young people who present with complex needs) in a dynamic/engaging way using a variety of methodologies.
* Clearly understands the role, objectives and targets and how they fit into the work of the department and the wider organisation.
* Practical, working knowledge of youth work within the NQSF framework.
* Knowledge of issues and trends affecting young people in contemporary Ireland
* Understands the boundaries of professional practice
* Demonstrates knowledge of child protection policy and practice
* Understands and shows commitment to the purpose of KDYS and to work within the values, policies and procedures of the organisation and in the context of current legislation and regulations
* Reflects on and is committed to own development personally and professionally

**Programme development and delivery**

* Ability to design, deliver and evaluating programmes for young people with varying diverse and cultural backgrounds.
* Analytical skills with the capacity to absorb/organise new information to ensure continuing best practice
* Demonstrates the ability to apply appropriate and relevant youth work approaches and methodologies
* Understands the importance of health and safety within the workplace overall and with emphasis on the delivery of programmes and activities with young people.

**Teamwork**

* Experience of working effectively in a team environment **within a challenging and busy environment.**
* Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate.
* Maximises the contribution of the team, encouraging ownership, providing support and working effectively with others
* Contributes to the development of policies in own area and the wider organisation.

**Administrative & Technical Skills**

* Experience in Microsoft Office (Word, Excel, Access & Powerpoint etc).
* Practical knowledge and experience of social media platforms commonly used by young people.
* Proficient in maintaining accurate paper and electronic record systems, capable of information retrieval, analysis and dissemination as required.

**Delivery of Results**

* Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of challenging circumstances
* Assumes responsibility for and delivers on agreed objectives / goals
* Ability to achieve results through community networking and cross sectoral working as relevant to the role
* Is self-reliant and uses judgement on when to seek guidance and from whom.

**Interpersonal & Communication**

* Communicates in a fluent, logical, clear and convincing manner verbally and in writing
* Is able to listen effectively and develop an effective dialogue quickly
* Is able to acknowledge and address conflict in an open, honest and non judgemental manner.
* Ability to advocate for, motivate, recruit and engage young people
* Effectively influences others to take action

**Drive & Commitment**

* Is self-motivated and shows a desire to continuously perform at a high level
* Must be flexible and prepared to work outside normal hours as required.
* Has the ability to think logically, use initiative and work with minimum supervision.
* Have a flexible approach to the work in response to organisational change, development and review of best practice
* Through leading by example, fosters high standards of ethics and integrity

**Contract**

* Fixed Term contract to 31st December 2019.
* This contract is for 35 hours per week

Your normal working week will be 35 hours per week. The nature of this post requires the holder is flexible in working hours to cover the operational times of the service and the centre. This will involve frequent evening and weekend work, at times when young people are available and/ out of school

* Salary is commensurate with experience and pro rata per annum
* Employment with KDYS is subject to a satisfactory response from the Garda Vetting Unit being received in relation to any candidate under consideration and satisfactory reference checks being received.
* This post is subject to a 6 month probationary period.