



Volunteer Support Worker

JOB DESCRIPTION

Location:	TBD
Reports to:	KDYS Manager
Works With	KDYS Volunteer & wider staff team

The post holder is an exceptional individual who endeavours to make a difference in the lives of young people and their families by promoting a culture of integrity and compliance within KDYS, and by operating in line with our organisational mission, vision and values: Young Person Centred, Inclusive, Respectful, Non-judgemental, Fun, Empowering and Professional.

Job Summary

To provide support to youth clubs and volunteer led projects in their designated regions, ensuring that all required standards are met and co-ordinate the KDYS Club Support Team.

Key Duties & Areas of Responsibility will include:

- Support Volunteers in all aspects of the development and delivery of quality young-person centred Youth Clubs/volunteer led projects with an emphasis on youth participation, including guidance and support in difficult situations and in implementing changes in line with service area progression plan with reference to evaluation findings and the input from young people and volunteers.
- Support existing Youth Clubs/volunteer led projects and support the opening up of new Youth Clubs/volunteer led projects in communities throughout the Diocese.
- Organise and deliver KDYS Volunteer Training, including Child Protection Training to KDYS volunteers as required and in line with KDYS quality standards in this area.
- Support all KDYS Youth Clubs/volunteer led projects to meet the KDYS Criteria for Affiliation
- Support the management of the volunteer recruitment, screening, vetting and training process in line with KDYS policies and procedures and ensure that standards in this area are complied with in terms of documentation, data collection and reporting.
- Ensure the volunteer experience is easy to access, meaningful to the volunteer and productive for KDYS through regular consultation with volunteers, review and evaluation processes To undertake administrative duties relevant to the position, including maintenance of records, data collection and evaluation, providing reports as required.
- Involvement in the development and delivery of annual KDYS Events, maximising volunteer involvement.
- Ensure that volunteers are aware of and implement KDYS policies which inform their practice.
- Actively participate in both internal and external networks, structures and events relevant to the post.
- To assist in the formation of volunteer structures that will support and sustain the service provided to volunteer led youth work provisions.
- Ensure that any relevant local or national information and/or activities to clubs that may benefit them and their young people is disseminated.
- Ensure ongoing compliance with organisational data protection policy and practice in all aspects of the role.
- Support the KDYS planning and reporting processes
- To prepare for and attend individual supervision on a regular basis.

- To undertake other duties as may be requested by the line manager from time to time
- To undertake your work in a manner that is friendly, flexible and professional.

Special conditions

- A relevant qualification in youth work, community work, or other relevant discipline would be an advantage.
- Minimum 3 years relevant experience in the youth work and/or community sector.
- This post requires frequent evening and weekend work.
- Fluency in English, both written and verbal.
- Full, clean drivers license.

Contract

- Fixed Term contract ending 30th June 2022.
- This contract is for 24 hours per week.
- Salary is €17.00 per hour, payable monthly.
- 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 probationary period.

Skills, competencies & attributes

Specialist Knowledge, Expertise & Self Development

- Evidence of knowledge and experience in youth work, and/or community work.
- Clearly understands the role, objectives and targets and how they fit into the work of the department and the wider organisation.
- Experience in working with volunteers in a dynamic/engaging way using a variety of methodologies.
- 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 own development personally and professionally

Interpersonal & Communication

- Communicates in a fluent, logical, clear and convincing manner verbally and in writing.
- Is able to listen effectively and develop a two-way dialogue quickly.
- Is able to acknowledge, address and resolve conflict in an open, honest and non judgemental manner.
- Experience in motivating volunteers and young people.
- Maintains a strong focus on meeting the needs of service users.
- Effectively influences others to take action.
- Works to establish mutual understanding to allow for collaborative working.

Administrative & Technical Skills

- Experience in Microsoft Office (Word, Excel, Access & Powerpoint etc).
- Experience of communication via information technology.
- Experience of maintaining accurate paper and electronic record systems.
- Experience of working to multiple deadlines.

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.

- Effectively manages multiple projects.
- Ensures all outputs are delivered to a high standard and in an efficient manner.
- Uses resources effectively, challenging processes to improve efficiencies.
- Is self-reliant and uses judgement on when to seek guidance and from whom.

Teamwork

- Experience of working effectively in a team 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.

Drive & Commitment

- Is self-motivated and shows a desire to continuously perform at a high level.
- Must be flexible and prepared to work frequent weekends and nights, 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.