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**KDYS Youth Justice Mentor Project Volunteer Support Worker**

**Job Description**

**Location:** KDYS Youth Centre

**Reports to:** KDYS Youth Justice Co-ordinator

**Works With**: KDYS KEY Service and other KDYS programmes.

KDYS Youth Justice Mentoring Services support young people and parents in communities to deliver positive outcomes for young people and their families and is supported by investment from the Dormant Accounts Disbursement Scheme, through the Department of Justice.

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**

The post holder will:

* Recruit, train, co-ordinate and support adult volunteers and parent mentors across Kerry who provide one to one mentoring support for vulnerable young people aged 12 to 24 years, promoting improved outcomes for the young people they mentor.
* Expand programme through the establishment and development of a volunteer parent mentoring service, supporting parent mentors to work with parents in their homes and communities to develop their parenting skills and provide support.
* Participation in the KDYS KEY Service through delivery of a strong mentoring service in collaboration with youth justice workers and participation in relevant KEY Service structures.
* Support future developments in the area of youth justice mentoring within the organisation.

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

**Volunteer Engagement & Programme Delivery**

* Co-ordination of the recruitment, screening, training, and administration of Volunteer Mentors in line with KDYS Volunteer Development Policy.
* Provide support system for Volunteer Mentors which will include the provision of high-quality training, effective debriefing, and on-going supports/supervision, ensuring ongoing volunteer engagement and a quality experience.
* Have an oversight role in the matching and managing of all volunteer and young person or parent relationships.
* Ensure a proactive and robust referral and mentor/young person matching system is in place
* Organise and deliver KDYS Volunteer Training online, including Child Protection Training to volunteers as required and in line with KDYS and/or national quality standards in this area.
* To establish a parent mentoring service as part of the overall mentoring project that extends across the county.

**Sustainability, Impact and Governance**

* Working in collaboration with existing services both within KDYS and within the broader community to maximise the availability of mentoring supports at community level and to increase awareness of the service.
* Research and implement a suitable system of assessment and measurement to capture the impact of volunteer mentoring for young people.
* Gathering and recording of data to support the development of the evidence base for the service in line with KDYS data gathering requirements and to support sustainability.
* To co-ordinate the reporting & acknowledgements requirements of KDYS stakeholders and funders, in particular the Department of Justice Dormant Accounts Fund.
* Liaise with KEY Co-ordinator and KDYS finance administrator and follow procedures in relation to record keeping in relation to the budget. Maintain all petty cash receipts and submit according to procedure.
* Develop a positive working relationship with the KDYS KEY Service team and wider KDYS services.

**Other**

* To undertake administrative duties relevant to the position, including maintenance of records, data collection in compliance with GDPR and evaluation of the project, providing reports and statistics as required.
* Report child protection concerns as a mandated person under Children First.
* Actively participate in both internal and external networks, structures and events relevant to the post to enhance Mentor Programme capacity and support development of the project.
* Identify training needs through your supervision and participate in training opportunities appropriate to the role.
* To prepare for and attend individual supervision on a regular basis.
* Ensure ongoing compliance with GDPR, organisational data protection policy and ethical 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, social care, community work, or other relevant discipline. Candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications.
* Minimum 3 years relevant experience in the sector.
* Experience of recruitment and online training of Volunteers.
* Experience and understanding of Mentoring.
* This post will require evening and weekend work, at times when young people are available and/ out of school.
* Fluency in English, both written and verbal.
* Full, clean driver’s license, with access to a car

**Contract**

* Fixed Term Contract for 12 Months subject to available funding.
* This contract is for 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 volunteers and young people are available.
* Salary Scale applies (€31,511 – €48,275)
* This post will involve travel within Ireland. KDYS Travel Expenses will apply.
* 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.

**Specification**

**Skills, Competencies & Attributes**

**Specialist Knowledge, Expertise & Self Development**

* Clearly understands the role, objectives and targets and how they fit into the work of the organisation.
* Practical working knowledge of working with volunteers and the youth work approach to service delivery.
* Clear understanding of Mentoring in the context of young people and parents.
* Demonstrates knowledge of child protection & safeguarding policy and practice.
* Knowledge of issues and trends affecting young people in contemporary Ireland.
* Understands the boundaries of professional 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**

* Track record in designing, delivering and evaluating programmes for young people and or parents with varying diverse and cultural backgrounds.
* Experience in presentation, facilitation & evaluation.
* Analytical skills with the capacity to absorb/organise new information to ensure continuing best practice.
* Demonstrates the ability to apply appropriate and relevant youth/community 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**

* Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate in the interests of the target group.
* 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**

* Have excellent report writing and presentation skills.
* Working knowledge in digital communication methods and platforms most commonly used by young people
* Experience in Microsoft Office (Word, Excel, Access & Powerpoint etc).
* Experience of developing and 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.
* Ensures all outputs are delivered to a high standard and in an efficient manner.
* Ability to achieve results through community networking and cross sectoral working as relevant to the role.

**Interpersonal & Communication**

* Have excellent people skills and be able to communicate 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 and parents.

**Drive & Commitment**

* Is self-motivated and shows a desire to continuously perform at a high level.
* 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