



## UBU Project Workers Job Description



**Location /  
Contract**

- KCYS North Kerry based in Ballybunion
- KCYS Castleisland - Full time (35 hours per week), 12 month Fixed Term Contract  
*A panel will be formed for part time posts as they become available and for the relief panel*

**Hours &  
Contract**

- Full time (35 hours per week), 12-month Fixed Term Contract with possibility of renewal

**Reports to:**

KCYS UBU Co-ordinator

**Works With:**

KCYS UBU Team & wider KCYS team

### Job Summary

UBU - Your Place Your Space project is a KCYS managed service funded under the DCEDIY through Kerry Education & Training Board (KETB). The service identifies, recruits and engages targeted young people aged 10 to 24 years of age in areas of rural North Kerry, Tralee, Killarney, Castleisland and Listowel. Each project aims to provide young person centred out of school supports to young people in their local communities to enable them to overcome adverse circumstances and achieve their full potential by strengthening their personal and social competencies.

UBU Project Workers develop and deliver youth work programmes and supports for predetermined, targeted young people (under the UBU Scheme) in the area. 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 KCYS and by operating in line with our organisational mission, vision and values.

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

- Identify young people in the community that are a part of a prescribed target group or fall under the remit of the UBU scheme through contact with all sectors of the community, as per the service requirement.
- Supported by UBU co-ordinator develop and follow timetables that reflect the 70% face to face work with young people and demonstrates how each of the Target Groups are provided for within the UBU projects.
- Engage with all prescribed target groups 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 and outreach based programmes, detached youth work, group work, structured drop-in, and individual support, in line with UBU application and 'service requirement' for each funded project.
- Adherence to required tools and templates while following the guidance provided in order to ensure all work is recorded and documented correctly and participation in the testing of new tools, templates and guidance as required, connected to the recording of the work.
- Contribute to the development and quarterly updating of a Logic Model to provide a high level visual overview of all work funded under UBU Your Place Your Space.
- Prepare and submit information for the Quarterly Planning and Progress Review Meetings and any other reports to the KCYS UBU Co-ordinator.
- Report writing, maintenance of records and other administrative duties, as required.
- Ensure that you operate within budgets and monitor programme spending in line with KCYS procedures.
- Advocate for young people using youth participation methodologies as well as representing individuals both on formal and informal platforms.
- Evaluating the work of the project using relevant project evaluation systems.
- To ensure compliance with relevant Quality Standards Frameworks including NQSF and those specific to UBU in accordance with other KCYS requirements.

- Identify training needs through your supervision and participate in training opportunities appropriate to the role. To undertake CPD and capacity building sessions provided by the KETB, as required.
- 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, training and events relevant to the post.
- Ensure on-going compliance with organisational policies and practices, GDPR, Safeguarding, Health and Safety and ethical practice in all aspects of the role.
- Support the KCYS planning and reporting processes.
- To prepare for and attend individual supervision on a regular basis.
- To undertake other duties as may be requested. This may include involvement in the organisation's events, fundraising, research etc.

## **Requirements:**

### **Qualifications and Experience**

- A relevant degree in youth work, community work, family support, social care, social work, mental/emotional health, education or other relevant discipline.
- Practical, working knowledge of youth work within the NQSF framework.

### **Skills, competencies & attributes**

- Demonstrates knowledge of issues and trends affecting young people in contemporary Ireland.
- Analytical, decision making and problem solving skills required with the capacity to absorb/organise new information to ensure continuing best practice.
- Excellent communication, interpersonal and teamwork skills, with the ability to engage a diverse range of stakeholders and maintain effective working relationships.
- Ability to communicate effectively and appropriately to young people across the target group age range.
- Proficient at planning, delivering, and evaluating programmes.
- Proficient report writing skills.
- Experienced in computer applications and the use of online communication platforms.
- Flexible, willing to adapt to new challenges and change, and prepared to work outside normal hours as required.
- Ability to plan and prioritise work in terms of importance, timescales and other resource constraints, re-prioritising in light of challenging circumstances.
- Ability to think logically, use initiative and work with minimum supervision.
- Commitment and adherence to KCYS's values

### **Contract**

- Fixed Term Contract, all subject to funding availability
- Salary scale applies, payable monthly.
- 26 days Annual Leave per annum pro rata.
- 28 days paid sick leave in a 12-month period pro rata, upon successful completion of probation.
- 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, children and families are available.
- This post will involve travel, KCYS Travel Expenses will apply.
- Employment with KCYS 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.