



## Youth Information Co-Ordinator

### Job Description

<b>Location:</b>	Kerry
<b>Reports To:</b>	KCYS Senior Manager
<b>Works With:</b>	KCYS Youth Information Team and wider KCYS team

The post holder is an exceptional individual who strives to make a meaningful difference in the lives of young people and their families. They promote a culture of integrity and compliance within KCYS and work in alignment with our mission, vision and values: *Young Person Centred, Rights-Based, Empowering, Inclusive, Respectful, and Non-Judgemental*.

### Job Summary

The post holder will lead the development and delivery of KCYS Youth Information Service, providing accessible information, guidance, and support to young people. Working across hubs in Killarney and Tralee, outreach locations in County Kerry and parts of western Cork, the role fosters a youth-led approach that addresses the diverse needs of young people and promotes social and personal development, youth mobility, and active citizenship. The role also includes digital youth work and supports access to youth information and youth services to young people in rural locations.

### Key Duties & Areas of Responsibility include:

#### Operational Responsibilities:

- Lead the development and delivery of KCYS Youth Information Service in Kerry and parts of western Cork.
- Manage information hubs in Killarney and Tralee; oversee outreach and digital services across the Diocese.
- Deliver high-quality, responsive youth information supports including 1:1 work, group work and digital youth work.
- Develop and deliver programmes on topics relevant to young people such as digital citizenship, cyber safety, peer mentoring and human rights.
- Lead responsibility for KCYS online platforms including website and social media to ensure coordinated, engaging and accessible information dissemination on behalf of the organisation.
- Coordinate all programme documentation, data collection, and reporting requirements.
- Participate in national and European youth information networks and programmes of work (e.g., Youth Information Chat, Eurodesk).

### Strategic Planning

- Contribute to KCYS strategic planning and implementation.
- Support organisational development through active participation on the Senior Management Team and relevant working groups.
- Identify opportunities for growth, innovation and operational improvement.
- Promote Kerry Youth Information Service as a Eurodesk multiplier and member of ERYICA, facilitating access to European mobility opportunities for young people.

### **People Management**

- Lead, support, and manage a team of staff and volunteers, ensuring a culture of professionalism and high performance.
- Carry out line management duties including supervision, performance reviews, and training needs identification.
- Train, mentor, and support staff and volunteers to deliver high-quality youth information services.
- Partner with HR to assess staffing needs and develop workforce plans.

### **Budget & Resource Management**

- Manage the financial resources in partnership with the KCYS Finance Department, ensuring effective use of resources.
- Identify and pursue funding opportunities to enhance and expand services and service development.

### **Stakeholder Engagement**

- Build and maintain strong relationships with key partners, funders, and stakeholders.
- Represent KCYS at local, regional, national, and European levels as appropriate.

### **Youth Participation**

- Promote the participation of young people in programme design, delivery and evaluation.
- Ensure youth participation is embedded across the service in line with KCYS Guiding Principle and Youth Participation Strategy.

### **Compliance & Quality Assurance**

- Ensure ongoing compliance with organisational policies and practices, Financial Management, Safeguarding, GDPR, Health and Safety and ethical practice in all aspects of the role.
- Support internal planning and reporting processes.
- Ensure that all departmental activities comply with relevant funding agreements and are aligned to KCYS purpose, values and strategy.

### **Reporting and Communication**

- Prepare and present reports, updates, and strategic recommendations to the CEO and Board.
- Coordinate applications, reporting and documentation in line with funder and KCYS requirements.
- Ensure effective internal communication and collaboration within the team, with senior management peers and across KCYS.

### **Professional Development**

- Undertake CPD and capacity building, as appropriate.
- Identify training needs through supervision and participate in training opportunities appropriate to the role.
- Encourage a culture of continuous learning and reflective practice among team members.

### **Other**

- Prepare for and attend individual supervision on a regular basis.
- Support organisational events, fundraising, research, and other cross-organisational initiatives as required.
- Perform other duties that may be reasonably assigned from time to time.



## **Requirements:**

### **Qualifications and Experience**

- A relevant degree in youth work, community work, family support, social care, social work, education or other relevant discipline.
- Experience in the design and delivery of a wide range of programmes for young people
- Proven experience managing teams and youth-centred programmes.
- Knowledge of digital platforms, youth information needs, and youth participation methodologies.
- Experience of fulfilling the requirements of a Service Level Agreement on behalf of a charitable organisation.
- Knowledge of Eurodesk / ERYICA frameworks is desirable.
- Experience working with marginalised or rural youth populations is desirable.
- Fluency in English, both written and verbal.
- Full, clean driver's license with access to a car is essential.
- Eligible to work in Ireland.

### **Contract**

- 12-month Fixed Term Contract, subject to funding
- This contract is for 28 hours per week.
- Salary band: €41,955 - €47,909 pro rata per annum - commensurate with experience
- The nature of this post requires the holder is flexible in working hours to cover the operational times of the service and the Centre, which will involve frequent evening and weekend work.
- Travel within Ireland and Europe may be required to support Eurodesk, ERYICA and Council of Europe activities and training.
- 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 received.
- This post is subject to a probationary period.

### **Skills, Competencies & Attributes**

- Excellent organisational, communication, interpersonal and teamwork skills.
- Ability to engage a diverse range of stakeholders and maintain effective working relationships.
- Demonstrated knowledge of issues and trends affecting children and families in contemporary Ireland.
- Analytical, decision-making, and problem-solving skills with the capacity to absorb/organise new information to ensure continuing best practice.
- Proficient at project management including planning, delivering, and evaluating programmes.
- Strong report writing and technical skills, with proficiency in computer applications and online communication platforms.
- 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.
- Flexible, willing to adapt to new challenges and change, and prepared to work outside normal hours as required.
- Uses resources effectively, challenging processes to improve efficiencies.
- Is self-motivated and shows a desire to continuously perform at a high level.
- Commitment to confidentiality, data protection, and ethical practice.
- Commitment and adherence to KCYS values.

