



KCYS Youth Worker (Co-ordinator Kerry Comhairle na nÓg) Job Description



Location:	KCYS Tralee Youth Centre
Reports to:	KCYS Youth Work Development Manager
Works With:	All KCYS Teams

Kerry Comhairle na nÓg is one of 31 youth councils in the country. Comhairle na nÓg is designed to enable young people to have a representative voice on the services, policies and issues that affect them in their local area. This programme is delivered by KCYS in partnership with Kerry County Council.

Make a difference in the lives of young people and their families by promoting a culture of integrity, youth participation and development, in line with our organisational values and as per the funding criteria. 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: Young Person Centred, Rights Based, Empowering, Inclusive, Respectful, and Non-judgemental.

Job Summary

The Comhairle na nÓg Co-ordinator supports and empowers young people to have a voice with local and national decision makers. The role involves coordinating the groups activities, facilitating meetings and events, and working with stakeholders to ensure young people's views influence policies and services.

Key Duties & Areas of Responsibility will include:

- To co-ordinate and deliver on all aspects of the Comhairle na nÓg, as a youth-led programme within a county-wide and national framework.
- To develop, deliver and evaluate Youth Participation Training to young people as required.
- Identify and provide opportunities for young people, which increase their levels of participation and leadership, promoting the voices of young people within all structures.
- Maintain and further develop the relationship with all stakeholders in the Comhairle na nÓg programme.
- Evaluating the work of the project using relevant project evaluation systems.
- To work within budgets and monitor programme spending in line with KCYS procedures.
- Report writing, maintenance of records and other administrative duties, as required
- To ensure compliance with relevant quality standards.
- 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.
- 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 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 undertake other duties as may be requested.



Special conditions /Essential Criteria

Qualifications and Experience

- A relevant qualification in youth work, community work, family support, social care, social work, education, or other relevant discipline.

Essential

- At least 1 years' relevant experience working directly with young people in a youth work, community development, education, or related setting.
- Proven experience in planning, facilitating, and evaluating group activities, training, or events with young people.
- Demonstrated ability to support and promote youth participation, ensuring young people have a meaningful voice in decision-making.
- Competence in using IT systems and online platforms to support communication, participation, and reporting.
- Fluency in English, both written and verbal.
- Full, clean drivers license
- Eligible to work in Ireland

Desirable

- Experience working within the National Quality Standards Framework (NQS) for youth work.
- Experience in budget monitoring or fundraising to support youth initiatives.

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.
- Working knowledge of safeguarding, child protection, GDPR, and best practice in youth work.
- Proficient at planning, delivering, and evaluating programmes.
- Proficient report writing skills.
- 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 band: €31,550 – €35,306 pro rata per annum - payable monthly.
- 12 hours per week
- 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.

