



# Youth Information Project Worker

## JOB DESCRIPTION

<b>Works With:</b>	KCYS Youth Information team
<b>Reports To:</b>	KCYS Youth Information Co-Ordinator
<b>Location:</b>	TBC

### Job Summary

The Youth Information Project Worker will support the development, production and delivery of information, guidance and support to young people. This includes contributing to the implementation of the KCYS Youth Information Operational Plan and working directly with young people to promote a youth-led information service that enhances social and personal development and supports youth mobility and active citizenship. The role involves supporting Youth Information hubs in Killarney and Tralee, delivering outreach services across Kerry and maintaining a strong online presence.

The successful candidate will be committed to making a positive difference in the lives of young people and their families, promoting a culture of integrity and compliance within KCYS, and working in line with the organisation's mission, vision and core values: *Young Person Centred, Rights Based, Empowering, Inclusive, Respectful and Non-judgemental*.

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

#### Service Delivery & Youth Engagement

- Deliver the Kerry Youth Information Service across hubs in Killarney and Tralee, including outreach and online provision.
- Provide 1:1 support, group work and information services to young people.
- Support young people to establish peer networks and initiatives relating to education, careers, employment, rights, leisure and mobility.
- Promote youth participation through co-creation and co-design, including youth panels and participatory approaches.

#### Programme Development & Learning

- Research, design and deliver programmes and training initiatives on issues relevant to young people (e.g. human rights, cyber safety, peer mentoring, digital citizenship).
- Develop learning resources and support materials to aid programme delivery and youth information promotion.
- Monitor and evaluate programmes and project work using appropriate evaluation systems.

#### Digital Youth Information & Communications

- Develop and deliver digital youth work using online platforms and social media.
- Maintain and contribute to KCYS's online presence as a primary portal for youth information and support.

#### Capacity Building & Partnership Working

- Work with the Youth Information Co-ordinator to identify, train and support staff, volunteers and other personnel delivering youth information services.
- Participate in internal and external networks, training and events relevant to the role.
- Support the Youth Information Co-ordinator in connecting young people to European opportunities including volunteering, exchanges and training.

#### Administration, Governance & Compliance

- Maintain accurate records, reporting and documentation in line with KCYS requirements.
- Ensure compliance with organisational policies, GDPR, safeguarding, health and safety and ethical practice.
- Support KCYS planning and reporting processes.



## Professional Practice & Organisational Contribution

- Attend supervision and engage in reflective practice and professional development.
- Contribute to organisational activities, including events, fundraising and research.
- Undertake other duties as required in line with the needs of the organisation.

## Requirements:

### Qualifications and Experience

- A relevant degree in youth work, community work, family support, social care, social work, education or other relevant discipline. *Candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications*
- Minimum 1 years relevant work experience of Youth Work
- Experience in the design and delivery of a wide range of programmes for young people.
- Experience of engaging young people using digital tools.
- Fluency in English, both written and verbal
- Full, clean drivers license, with access to a car
- Eligible to work in Ireland

### Skills, competencies & attributes

- Demonstrates strong professional knowledge of youth work and/or community work, including current issues affecting young people in Ireland.
- Experience engaging young people using a range of approaches and methodologies, including digital youth work.
- Proven ability to design, deliver and evaluate programmes for diverse groups of young people using appropriate youth work practices.
- Knowledge of child protection, professional boundaries, health and safety requirements and relevant legislation, with commitment to organisational values, policies and procedures.
- Strong analytical and organisational skills, with the ability to plan, prioritise and manage multiple projects to a high standard.
- Effective teamwork and relationship-building skills, with the ability to collaborate, share knowledge and contribute to organisational development.
- Competence in digital tools, social media, content creation and standard office systems, alongside experience maintaining accurate records and reporting.
- Excellent communication and interpersonal skills, including the ability to engage, motivate and advocate for young people, manage conflict constructively and work collaboratively.
- Self-motivated, adaptable and committed to continuous professional development, high ethical standards and delivering quality outcomes with initiative and minimal supervision.

### Contract

- One-year fixed term contract, subject to funding availability
- This contract is for 35 hours per week.
- Salary scale applies.
- 26 days Annual Leave per annum pro rata.
- 28 days paid sick leave in a 12-month period pro rata.
- 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 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.
- The post is subject to a probationary period.



An Roinn Oideachais  
agus Oige  
Department of Education  
and Youth



Bord Oideachais agus Oiliúna Chiarraí  
Kerry Education and Training Board