



## Tech & Tea Project Worker Job Description

<b>Location</b>	Kerry
<b>Reports to:</b>	Youth Work Development Manager
<b>Works With:</b>	Wider KCYS Team
<b>Base:</b>	TBA

### Job Summary

Tech & Tea is an innovative intergenerational digital inclusion project led by Kerry Community Youth Service (KCYS) and funded by RETHINK Ireland. The programme brings young people and older adults together to build digital skills, reduce social isolation, and strengthen community connections. The project supports young people to act as digital mentors, working with older adults—particularly those experiencing isolation, disadvantage, or limited access to technology—to improve confidence and ability in using digital tools and online services, in a safe manner.

The Project Worker will support all aspects of the delivery of the Tech & Tea programme across Kerry, working under the direction of the Youth Work Development Manager. This role focuses on facilitating high-quality, youth-led, intergenerational activities that promote digital literacy, social inclusion and community engagement. The successful candidate will work directly with young people and older participants to support meaningful participation and contribute to achieving positive outcomes, in line with KCYS' mission, vision and values.

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

#### Service Delivery & Participant Engagement

- Deliver the Tech & Tea programme across community, school and outreach settings, under the direction of the Youth Work Development Manager and in collaboration with key stakeholders.
- Support young people to act as digital mentors, building their confidence, communication and leadership skills.
- Support the engagement of older adults in building confidence in the use of digital tools and online services, in collaboration with young people and other stakeholders.
- Promote inclusive participation and ensure programmes are accessible, welcoming and responsive to participant needs.
- Ensure that host venues are suitable for this programme.
- Ensure all stakeholders are aware of their responsibilities during the life-cycle of the programme.
- Ensure that all participants are safe throughout the project by devising and implementing dynamic risk assessments.

#### Programme Support & Development

- Support the design, planning and delivery of programme activities in line with project objectives and work plans.
- Assist in the development of learning resources and materials to support digital literacy and intergenerational engagement.
- Prepare and support young people in their delivery of the programme, through the facilitation of a structured training programme.

- Contribute to the ongoing development of the programme through feedback, reflection and participant input.
- Support the monitoring and evaluation of programme activities, including collecting participant feedback and maintaining records.

### **Digital Inclusion & Communications**

- Use digital tools and online platforms to support programme delivery and participant engagement.
- Support the promotion of the programme through appropriate communication channels, including social media where required.

### **Partnership Working & Outreach**

- Support the engagement of participants through forming collaborative relationships with key stakeholders.
- Assist with participant recruitment and outreach activities across communities.
- Participate in meetings, networks and events relevant to the role.

### **Administration, Governance & Compliance**

- Maintain accurate records, attendance data and documentation in line with KCYS and funder requirements.
- Ensure compliance with organisational policies and procedures, including safeguarding, GDPR, health and safety, and ethical practice.
- Support reporting requirements by providing relevant data and information.

### **Professional Practice & Organisational Contribution**

- Attend supervision and engage in reflective practice and continuous professional development.
- Work collaboratively as part of the wider KCYS team.
- Contribute to organisational activities, including events, fundraising and research initiatives where required.
- Undertake other duties as required, in line with the needs of the organisation.

## **Requirements:**

### **Qualifications and Experience**

- A relevant qualification in youth work, community development, social care, education or a related discipline (or equivalent relevant experience).
- Minimum of 1 years' experience working with young people and/or community groups.
- Experience in delivering programmes or group work.
- Evidence of professional knowledge in youth work, and/or community work is desirable
- Experience in working with young people in a dynamic/engaging way using a variety of methodologies.
- Experience of engaging participants using digital tools or supporting digital learning.
- Fluency in English, both written and verbal.
- Full, clean drivers license with access to a car
- Eligible to work in Ireland

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

- Good understanding of issues affecting young people and communities in Ireland, including digital exclusion and social isolation.

- Strong communication and interpersonal skills, with the ability to engage both young people and older adults.
- Ability to facilitate group activities and support individual learning in an inclusive and engaging way.
- Ability to work collaboratively and build positive working relationships with participants and stakeholders.
- Good organisational skills, with the ability to manage tasks, prioritise work and meet deadlines.
- Ability to support programme delivery and contribute to evaluation and reporting processes.
- Competent in IT systems, digital tools and online communication platforms.
- Ability to work on own initiative while also taking direction from the Youth Work Development Manager.
- Flexible and adaptable approach, including willingness to work evenings and weekends as required.
- Commitment to safeguarding, ethical practice and high professional standards.
- Commitment to the mission, vision and values of KCYS.

### **Contract**

- Fixed term contract until 27<sup>th</sup> March 2027, subject to funding availability
- This contract is for 35 hours per week.
- Salary will be based on the KCYS Youth Worker scale: €30,389, €31,550, €32,755, €34,007, €35,306, €36,654, €38,054, €39,508, €41,017, €42,584, €44,330, €45,801, €47,193, €48,628, €50,086, €51,589, €53,137, €54,731, €56,373, €58,064 and €59,806.
- 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.
- 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.
- This post is subject to a probationary period.