UBU Project Worker
Job Description

Location / Contract	KCYS Killarney *28 hours per week - A panel will be formed for part time posts as they become available and for the relief panel*
Reports to:	KCYS UBU Co-ordinator / Lead Worker
Works With:	KCYS UBU Team & wider KCYS team

Job Summary

UBU - Your Place Your Space project is a KCYS managed service funded under the Department of Education and Youth 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:

Youth Engagement and Programme Delivery

- Identify and engage young people in the community who fall within the prescribed UBU target groups through outreach and engagement with schools, community organisations and other stakeholders.
- Develop and implement youth work programmes and supports tailored to the needs of targeted young people aged 10–24 in line with UBU service requirements.
- Plan and deliver a range of youth work methodologies including centre-based programmes, outreach work, detached youth work, structured drop-ins, group work and one-to-one supports.
- Develop strategies and interventions that support young people to strengthen their personal and social competencies and overcome adverse circumstances.
- Advocate for young people and promote youth participation methodologies, representing young people on both formal and informal platforms where appropriate.

Planning, Monitoring and Evaluation

- In collaboration with the UBU Co-ordinator, develop and maintain work plans and timetables ensuring that at least 70% of working time is dedicated to direct face-to-face engagement with young people.
- Contribute to the development and quarterly updating of the project Logic Model to provide an overview of UBU-funded activities and outcomes.
- Evaluate programme delivery and youth work interventions using relevant project evaluation systems and quality standards.
- Support the planning and reporting processes of Kerry Community Youth Service (KCYS) and the UBU programme.

Administration, Recording and Reporting

- Maintain accurate records of youth engagement, programme delivery and outcomes in line with organisational procedures and UBU reporting requirements.
- Prepare and submit information for Quarterly Planning and Progress Review Meetings and other reports as required by the KCYS UBU Co-ordinator.

- Adhere to required tools, templates and guidance to ensure all work is documented appropriately, and participate in testing new reporting systems where required.
- Undertake general administrative duties including report writing and record management.

Partnership, Networking and Advocacy
- Build and maintain positive relationships with local communities, agencies, schools and services to support the identification and engagement of targeted young people.
- Participate in internal and external networks, interagency meetings, structures, training and events relevant to the role.
- Identify opportunities to enhance services and resources for young people, including pursuing funding opportunities where appropriate.

Compliance, Governance and Organisational Responsibilities
- Ensure compliance with organisational policies and procedures including safeguarding, GDPR, health and safety and ethical practice.
- Being vigilant and adhering to KCYS procedures concerning the neglect or abuse of children with reference to Children First guidelines and procedures.
- Work in accordance with relevant quality frameworks including the National Quality Standards Framework (NQSF) and UBU programme requirements.
- Operate within allocated programme budgets and monitor expenditure in line with KCYS financial procedures.

Professional Development and Supervision
- Participate in regular supervision with the UBU Co-ordinator and identify ongoing training and development needs.
- Engage in Continuous Professional Development (CPD) and capacity building opportunities provided by KCYS, KETB or other relevant bodies.

General Responsibilities
- Contribute to organisational activities including events, research, fundraising and service development initiatives.
- Undertake other duties as may reasonably be assigned by the organisation in support of KCYS objectives.

Requirements:

Qualifications and Experience
- A relevant third-level qualification in youth work, community development, social care, social work, family support, education or a related discipline.
- Working knowledge and understanding of youth work principles, methodologies and best practice relevant to targeted youth services.

Skills, competencies & attributes

Knowledge
- Demonstrates knowledge and understanding of the issues, challenges and trends affecting young people in contemporary Ireland.
- Knowledge of youth work principles, methodologies and best practice approaches relevant to targeted youth services.

Core Skills
- Strong analytical, decision-making and problem-solving skills, with the ability to absorb and organise new information to support effective practice.
- Excellent communication, interpersonal and teamwork skills, with the ability to build positive relationships with young people, colleagues and external stakeholders.
- Ability to communicate effectively and appropriately with young people across the target age range (10–24 years).
- Proven ability to plan, deliver and evaluate youth work programmes and interventions.
- Strong report writing and record-keeping skills.

- Competent in the use of computer applications and online communication platforms relevant to programme delivery, administration and reporting.
- Effective organisational skills, including the ability to plan, prioritise and manage workload within competing demands and timelines.

Personal Attributes

- Ability to work independently, demonstrate initiative and exercise sound judgement while also contributing effectively as part of a team.
- Flexible and adaptable, with the capacity to respond positively to change and work outside normal hours when required.
- Logical thinker with the ability to remain solution-focused in challenging circumstances.
- Commitment to the mission, values and ethos of Kerry Community Youth Service (KCYS).

Contract

- 12 month Fixed Term Contract with possibility of renewal subject to funding
- 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*.

  Starting point for these roles will be between points 2 - 5, commensurate with experience
- 26 days Annual Leave per annum.
- 28 days paid sick leave in a 12-month period, 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.