UBU Project Leader
JOB DESCRIPTION

Location / Contract	**Post A:**	**KCYS Killarney**
	Post B:	**KCYS Castleisland**
	35 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	
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 & Youth (DEY) 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, Listowel & Greater Kenmare. 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 Leader will lead the development and delivery 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

- Further develop and grow an established project, extending its reach to engage a wider range of individuals, groups and community stakeholders.
- Ensure youth work approaches and methodologies are employed such as centre and outreach-based programmes, detached youth work, group work, structured drop-in, and individual support, in line with best practice, UBU application and service requirements.
- Ensure that all young people engaged with are a part of the prescribed target group or fall under the remit of the UBU scheme through the 80/20 rule.
- Identify young people in the community that are a part of a prescribed target group or fall under the remit of the UBU scheme through contact with all sectors of the community, as per the service requirement.
- Engage with prescribed target groups and develop appropriate strategies for individuals and groups, planning, developing and implementing needs-based programmes and projects for young people.

Planning Monitoring and Evaluation

- Develop a Logic Model for UBU that is fit for purpose and meets stakeholder requirements, including those of KETB.
- Ensure all documentation required by the UBU Co-ordinator for quarterly review meetings is completed accurately, to a high standard, and submitted on time. This includes coordinating with UBU Youth Workers to ensure all required documentation is received within agreed deadlines,

reviewing submissions for accuracy, completeness and quality and ensuring all documentation is finalised prior to submission to the UBU Co-ordinator.
- Evaluate the work of the project using relevant monitoring and evaluation systems, including National Standard Quality Framework, participation and attendance data, quarterly review processes and feedback from young people and stakeholders.
- Ensure that the UBU project contributes to the organisational plan of KCYS, while always upholding its mission and values.

Leadership and People Management
- Work closely with the KCYS UBU Co-ordinator to gain guidance and ensure consistency of standards.
- Mentor, coach and support staff and student placements in the delivery of quality youth service programmes.
- Ensure that all staff are supported to reach their full potential, through support sessions and CPD.

Partnership Networking and Advocacy
- Advocate for young people using youth participation methodologies as well as representing individuals both on formal and informal platforms.
- Work with all stakeholders to ensure that the UBU service is having ultimate impact on its prescribed target groups.
- Actively participate in both internal and external networks, structures and events relevant to the post.

Financial and Resource Management
- Ensure that the project is operated within budgets and monitor programme spending in line with KCYS procedures.
- Identify and pursue sources of funding to improve services and/or resources for young people.

Administration Governance and Compliance
- Ensure compliance with relevant Quality Standards Frameworks including NQSF and those specific to UBU in accordance with other KCYS requirements. Ensure established UBU reporting documentation is being used.
- Undertake administrative duties relevant to the position, other than those previously mentioned.
- Ensure on-going 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.

Professional Practice & Organisational Contribution
- Attend regular supervision and identify ongoing training and development needs.
- Undertake other duties as may be requested. This may include involvement in the organisation's events, fundraising, research etc.

Requirements:
Qualifications and Experience
- A relevant degree in youth work, community work, family support, social care, social work, mental/emotional health, education or other relevant discipline.
- Minimum 3 years relevant experience of working with young people in a paid capacity or 5 years in a voluntary capacity.
- Experience in the design and delivery of a wide range of programmes for young people.
- Evidence of professional knowledge in youth work, and/or community work.
- Experience of working with 'targeted' young people.

- Experience of management within this setting.
- Experience in working with young people in a dynamic/engaging way using a variety of methodologies.
- Practical, working knowledge of youth work within the NQSF framework.
- Fluency in English, both written and verbal.
- Full, clean drivers license
- Eligible to work in Ireland

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
- Proficient at planning, delivering, and evaluating programmes
- Proficient report writing skills
- Experienced in computer applications and the use of online communication platforms
- 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.

Contract

- 12 month Fixed Term Contract with possibility of renewal subject to funding
- 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.*
  Starting point for these roles will be between points 5 – 8, commensurate with experience
- 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.