 

**KDYS Youth Worker *(14 hours per week)***

 ***(Co-ordinator Kerry Comhairle na nÓg)***

**JOB DESCRIPTION**

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| **Location:** | Base KDYS Youth Centre Tralee |
| **Reports to:** | KDYS Youth Work Development Manager |
| **Works With:** | KDYS Youth Work Development Team & All KDYS Teams |

KDYS, the leading youth organisation in South West Ireland as affirmed by the Council of Europe awarding the Quality Label for Youth Centres to our Killarney headquarters. We provide a range of quality services responding to the needs of children, young people, their families and communities.

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 voice on the services, policies and issues that affect them in their local area. This programme is delivered by KDYS in partnership with Kerry County Council.

**Job Summary**

**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. This post is supported by the DCYA Comhairle na nÓg Development Fund and DCYA Participation Officers.**

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

* To co-ordinate and deliver on all aspects of the Comhairle na nOg, 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 KDYS procedures.
* Report writing, maintenance of records and other administrative duties, as required
* To ensure compliance with relevant quality standards..
* Actively participate in both internal and external networks, structures and events relevant to the post
* To prepare for and attend individual supervision on a regular basis.
* Ensure ongoing compliance with organisational data protection policy and practice in all aspects of the role.
* Support the KDYS planning and reporting processes
* To undertake other duties as may be requested. This may include involvement in the organisations events, fundraising, research etc.

**Special conditions**

* A relevant degree in youth work, education or other relevant discipline.
* Minimum 1 year relevant experience of working with young people in a paid capacity or 2 years in a voluntary capacity.
* Experience in the design and delivery of programmes for young people.
* Fluency in English, both written and verbal.
* Full, clean driver’s license and a willingness to drive at night.

**Skills, competencies & attributes**

**Specialist Knowledge, Expertise & Self Development**

* Evidence of professional knowledge in youth work, and/or community work and in particular, models of youth participation.
* Experience in working with and motivating young people in a dynamic/engaging way using a variety of methodologies in order to increase youth participation.
* Practical, working knowledge of youth work within the Quality Frameworks
* Knowledge of issues and trends affecting young people in contemporary Ireland.
* Understands the boundaries of professional practice.
* Demonstrates knowledge of child protection policy and practice.
* Understands and shows commitment to the purpose of KDYS and to work within the values, policies and procedures of the organisation and in the context of current legislation and regulations.
* Reflects on and is committed to own development personally and professionally.

**Programme development and delivery**

* Ability to design, deliver and evaluating programmes for young people with varying diverse and cultural backgrounds.
* Ability to apply appropriate and relevant youth work approaches and methodologies.
* Understands the importance of health and safety within the workplace overall and with emphasis on the delivery of programmes and activities with young people.

**Teamwork**

* Experience of working effectively in a team environment **within a challenging and busy environment.**
* Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate.
* Maximises the contribution of the team, encouraging ownership, providing support and working effectively with others.
* Contributes to the development of policies in own area and the wider organisation.

**Administrative & Technical Skills**

* Proficient in Microsoft Office (Word, Excel, Access & Powerpoint etc).
* Practical knowledge and experience of social media platforms commonly used by young people.
* Proficient in maintaining accurate paper and electronic record systems, capable of information retrieval, analysis and dissemination as required.

**Delivery of Results**

* Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of challenging circumstances.
* Ability to deliver on agreed objectives / goals, to a high standard and in an efficient manner.
* Ability to achieve results through community networking and cross sectoral working as relevant to the role.

**Interpersonal & Communication**

* Communicates in a fluent, logical, clear and convincing manner verbally and in writing.
* Ability to listen effectively and develop an effective dialogue quickly.
* Ability to acknowledge and address conflict in an open, honest and non-judgemental manner.
* Ability to advocate for, motivate, recruit and engage young people.
* Effectively influences others to take action.
* Works to establish mutual understanding to allow for collaborative working.

**Drive & Commitment**

* Is self-motivated and shows a desire to continuously perform at a high level.
* Has the ability to think logically, use initiative and work with minimum supervision.
* Have a flexible approach to the work in response to organisational change & requirements, development and review of best practice.
* Through leading by example, fosters high standards of ethics and integrity.

**Contract**

* Fixed term contract until 31st December 2019

This contract is for 14 hours per week. 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 and/ out of school.

* Salary €30,362 pro rata per annum
* Employment with KDYS 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 6 month probationary period.