**KDYS Action Researcher**

 ***(KEY Pilot Project – Preventative Work with***

***8-11 year olds and their families)***

**Job Description**

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.

The post holder is an exceptional individual who will make a difference in the lives of young people and their families by promoting a culture of integrity, youth participation and development, operating in line with our organisational values:-

* *Young people at the heart of everything we do*
* *Concern for the young person’s development; personal, social, educational and spiritual*
* *Commitment to partnership with young people, volunteers, communities and funders*
* *Upholding quality standards of integrity and professionalism.*

**Overview**

KDYS partners with An Garda Siochana and Irish Youth Justice Service to provide a crime diversion service for young people in Kerry. The KDYS KEY Service supports young people involved in, or at risk of being involved in, crime and antisocial behaviour in order to help them make positive life choices.

KDYS and its partner agencies, including the University of Limerick, are committed to bringing forward innovative ideas and work practices which inform positive changes and the production of evidence of successful delivery of programmes. This role is focussed on developing initiatives specific to children aged 8-11 years and their families. The post holder will work closely with the KEY Co-Ordinator, KEY Team and KDYS Research Advisory Group. S/he will devise mechanisms to plan, document and evaluate this piece of work using a Theory of Change approach to planning and setting indicators for the pilot. S/he will also be required to take a contribution analysis approach to this piece of work recording the contributions that have been made from the KDYS projects and external agencies.

**Role Summary**

The KDYS Action Researcher is concerned with documenting innovative practice, capturing evidence of inputs, outputs and outcomes to demonstrate the value and impact of a crime prevention response to young people aged 8-11 years and their families. The learning from the action research will build the case to support the potential expansion of the work with this cohort within KDYS and across Ireland.

**Role Details**

Using a ‘Theory of Change’ approach, the post holder will design an action research plan, undertake the action research, and establish clear timelines and targets to support reporting on the project. This pilot project is informed by Tralee Urban and Rural demographic and socio economic profile, focusing on 10 young people who are identified by the KEY team and is to be **completed by 31st December 2019**.

* Outline the approach, process and methodologies to be used.
* Engage with key stakeholders including KDYS Management, KEY Team members involved in the delivery of this work and the KDYS Meitheal Support Worker, gather relevant information and documentation to contribute to the data gathering, documenting and evaluation of the pilot.
* Devise a meeting schedule with youth justice workers to gather information to inform the delivery of your work
* Developing frameworks for youth justice workers to use in documenting / recording their case notes, interventions and networking to ensure consistent and standardised gathering of data to contribute to the overall evaluation of the pilot.
* Analyse the needs assessments (completed with families by youth justice worker) used with young people and families at various points during the pilot phase and document findings
* Utilising Mayne’s Contribution Analysis, document and measure the inputs / contributions to the pilot from KDYS and External Agencies.
* Prepare and produce an overall report of the pilot project on completion.
* Actively participate in both internal and external networks, structures and events relevant to the post.
* To ensure compliance with relevant quality standards.
* To prepare for and attend individual supervision on a regular basis.
* Ensure ongoing compliance with GDPR, organisational data protection policy and ethical practice in all aspects of the role.
* Adhere to KDYS planning and reporting processes
* To undertake other duties as may be requested.

**Reporting Arrangements:**

* The Action Researcher will report to the KDYS Research Advisory Group on progress in relation to the pilot project with particular emphasis on youth justice worker inputs, interventions recorded, skills gaps and findings.
* The post will report to the KEY Service Co-ordinator in terms of support and performance management
* The post will engage with other KDYS Management as required to support delivery to the brief.
* Liaison with University of Limerick is a core part of the reporting arrangement.

**Special Conditions**

* A relevant professional qualification in youth work, community work, family support, social care, or other relevant discipline.
* Demonstrable experience of working on and delivering research projects preferably within a relevant sector
* This post may require evening and weekend work
* Fluency in English, both written and verbal.
* Full, clean driver’s license

**Skills, Competencies & Attributes**

**Specialist Knowledge, Expertise & Self Development**

* Evidence of professional knowledge of youth justice, targeted youth work and/or community work, an understanding of youth crime and family support
* Evidence of professional application and evaluation of strengths and needs assessment tools
* A clear understanding of the pilot project to be provided
* Knowledge of issues and trends affecting children & 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.

**Analytical Skills**

* Experience in gathering, analysing and evaluating relevant data in order to deliver a quality product
* Experience in using ‘strengths and needs’ assessment tools or other similar tools/methodology
* Maintains objectivity by selecting information that represents a complete array of perspectives

**Administrative & Technical Skills**

* Proficient in Microsoft Office
* Practical knowledge and experience of data gathering and processing tools, with ability to produce statistical and graphical analysis
* Ability to analyse data and present in a meaningful way using text, tables and graphics.
* Proficient in maintaining accurate paper and electronic record systems, capable of information retrieval, analysis and dissemination as required.
* Experience in producing reports on time and in a clear and concise style and format.

**Programme development and delivery**

* Experience in developing, delivering and evaluating a project ‘from scratch’ and achieving its goals & objectives.
* 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**

* 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.

**Delivery of Results**

* Ability to deliver and assume responsibility for agreed objectives / goals, to a high standard and in an efficient manner.
* Takes initiative in defining realistic outputs and clarifying roles, responsibilities and expected results
* Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of challenging circumstances.

**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.
* Works to establish mutual understanding to allow for collaborative working.

**Drive & Commitment**

* Self-motivated and shows a desire to continuously perform at a high level.
* 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**

* Specified Purpose Contract to be completed by Dec 2019
* This contract is for 21 hours per week.
* Your normal working week will be 21 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 some evening and weekend work, at times when young people are available and/ out of school
* Base – Tralee
* Salary is commensurate with experience.
* 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.