** Lead SPY Youth Worker**

**JOB DESCRIPTION**

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| **Location:** | KDYS Youth Centre , Listowel |
| **Works With:** | KDYS Team in Listowel |

**Job Summary**

Work with young people and the community in Listowel and North Kerry to develop and delivery youth work programmes and supports to young people in the area as per the funding criteria.

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

* Identifying young people at risk in the community through contact with local schools, outreach, referral and other service providers.
* Assess the needs of the young people and develop appropriate strategies for individuals and groups - Planning, developing and implementing needs based programmes/projects for young people.
* Ensuring youth work approaches and methodologies are employed such as centre based programmes, group work, structured drop-in, and individual support.
* Evaluating the work of the project using relevant project evaluation systems.
* To work within budgets and monitor programme spending in line with KDYS procedures.
* To undertake administrative duties relevant to the position, including maintenance of records and provision of reports as required.
* To ensure compliance with relevant Quality Standards Frameworks including NQSF and in accordance with other KDYS requirements.
* Identify and pursue sources of funding for projects to improve services and/or resources for young people.
* Mentor, coach and support staff and student placements in the delivery of quality youth service programmes.
* 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.
* To undertake other duties as may be requested.

**Special conditions**

* A relevant degree in youth work, community work, family support, social care, social work, education or other relevant discipline
* Minimum 3 years relevant work experience
* Experience in the design and delivery of a wide range of programmes for vulnerable young people across the five national outcomes as per the national youth strategy
* This post requires frequent evening and weekend work, at times when young people are available and/ out of school.
* Fluency in English, both written and verbal
* Full, clean drivers license

**Skills, competencies & attributes**

**Specialist Knowledge, Expertise & Self Development**

* Evidence of professional knowledge in youth work, and/or community work
* Clearly understands the role, objectives and targets and how they fit into the work of the department and the wider organisation.
* Experience in working with young people (particularly with young people who present with complex needs) in a dynamic/engaging way using a variety of methodologies.
* Practical, working knowledge of youth work within the NQSF framework.
* 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**

* Track record in designing, delivering and evaluating programmes for young people with varying diverse and cultural backgrounds.
* Analytical skills with the capacity to absorb/organise new information to ensure continuing best practice.
* Demonstrates the 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.

**People Management & Teamwork**

* Experience of working effectively in a team environment as a team member and in a lead role, **within a challenging and busy environment.**
* Ability to lead and motivate others, and monitor performance/engagement.
* 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**

* Experience in Microsoft Office (Word, Excel, Access & Powerpoint etc).
* Knowledge of project management techniques.
* Experience of developing and maintaining accurate paper and electronic record systems, capable of information retrieval, analysis and dissemination as required.
* Working knowledge of managing budgets / project finance.
* Knowledge of social media platforms commonly used by young people.

**Delivery of Results**

* Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of challenging circumstances.
* Assumes responsibility for and delivers on agreed objectives / goals.
* Effectively manages multiple projects.
* Ensures all outputs are delivered 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.
* Uses resources effectively, challenging processes to improve efficiencies.
* Is self-reliant and uses judgement on when to seek guidance and from whom.

**Interpersonal & Communication**

* Communicates in a fluent, logical, clear and convincing manner verbally and in writing.
* Is able to listen effectively and develop an effective dialogue quickly.
* Is able to acknowledge and address conflict in an open, honest and non-judgemental manner.
* Ability to advocate for, motivate, recruit and engage young people.
* Maintains a strong focus on meeting the needs of 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.
* Must be flexible and prepared to work outside normal hours as required.
* 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, development and review of best practice.
* Through leading by example, fosters high standards of ethics and integrity.

**Contract**

* 12 month Fixed Term contract.
* This contract is for 35 hours per week.
* CDYSB Salary Scales apply.
* 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 probationary period.