** Youthreach Resource Worker**

***Leaving Cert Applied***

**JOB DESCRIPTION**

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| **Location:** | KDYS Youth Centre , Tralee  |
| **Reports to:** | Programme Coordinator  |
| **Works With:** | Tralee Youthreach Leaving Cert Applied and wider KDYS Team |

**Job Summary**

Work with the Project Co-ordinator and other Resource Staff in creating an atmosphere and environment where the participants can realise their full potential while on a Youthreach Programme.

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

* Responsible to the Project Co-ordinator on a day to day basis for the delivery of the programme
* To assess the education and training needs of the target group using the Special Education Needs profiling system and to assess and monitor participants course work.
* Direct class contact in keeping with the programme needs as timetabled.
* Curriculum development, delivery and monitoring, implementation of certification procedures, supervision of work experience and delivery of front line guidance and information where appropriate.
* Actively participate in the development and implementation of a Centre Evaluation and Improvement Plan as set out under the Youthreach Quality Framework.
* To work within budgets and monitor programme spending in co-operation with the Project Co-ordinator
* To maintain discipline in accordance within the agreed Code of Behaviour/Discipline
* To undertake administrative duties relevant to the position, including maintenance of records and provision of reports as required.
* To promote the work of the centre and develop contacts outside of the centre which are relevant to work.
* To provide locally agreed substitution cover for absent staff and to supervise participants as necessary during lunch breaks and at opening and closing times of the programme.
* To deputise when necessary for the Project Co-ordinator
* To prepare for and attend individual supervision on a regular basis.
* To attend appropriate in-service training and participate in staff development and team maintenance activities as required.
* To actively participate in all Staff Meetings.
* To engage in other activities for the benefit of participants that may arise from time to time and as directed by the co-ordinator.
* To undertake other duties as may be requested

**Special conditions**

* 3rd Level Degree (Level 8 or equivalent) in Education, Youth Work, or a related field
* Experience in working with vulnerable young people in an informal education setting
* Have specific skills e.g. Sport, IT, Health Education
* Experience of assessing literacy needs, devising, delivering and evaluating individual learning plans.
* Fluency in English, both written and verbal

**Skills, competencies & attributes**

**Specialist Knowledge, Expertise & Self Development**

* Evidence of professional knowledge in youth work, programme delivery and accreditation opportunities
* Clearly understands the role, objectives and targets and how they fit into the work of the programme and the wider organisation.
* Experience in working with young people in a dynamic/engaging way using a variety of methodologies.
* Demonstrates the importance of policy and procedures in youth work practice
* Understands the boundaries of professional practice
* Develops the expertise necessary to carry out the role to a high standard and shares this with others
* Demonstrates knowledge of child safeguarding practice
* Awareness of current and emergent trends for young people in society and services
* 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 own development personally and professionally

**Programme development and delivery**

* Track record in designing, delivering and evaluating educational programmes
* Analytical skills with the capacity to absorb/organise new information to ensure well briefed on new topics
* Demonstrates the ability to apply teaching and learning methods with young people
* Recognises the importance of a group setting for young people.
* Understands the importance of health and safety within the workplace overall and with emphasis on the delivery of programmes and activities with young people, particularly in relation to Fitness activities.

**Administrative & Technical Skills**

* Experience in Microsoft Office (Word, Excel, Access & PowerPoint etc.)
* Experience of communication via information technology
* Experience of maintaining accurate paper and electronic record systems
* Experience of working to multiple deadlines.

**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 / goal
* Effectively manages multiple projects
* Ensures all outputs are delivered to a high standard and in an efficient manner
* Uses resources effectively, challenging processes to improve efficiencies.
* Is self-reliant and uses judgement on when to seek guidance and from whom.

**Teamwork**

* Experience of working effectively in a team 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

**Interpersonal & Communication**

* Communicates in a fluent, logical, clear and convincing manner verbally and in writing
* Is able to listen effectively and develop a two-way dialogue quickly
* Experience in motivating young people
* Maintains a strong focus on meeting the needs of service users
* Effectively influences others to take action

**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**

* Specified Purpose contract linked to Maternity Leave
* This contract is for 25 hours per week (over 5 days)
* Remuneration is in accordance with the Youthreach Resource worker salary scale approved by the Department of Education. Commencing salary will be at point 1 of the scale and will be pro rata for contracted hours.
* 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.

