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**KDYS Youth Employability Mentor**

**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**

This is a new initiative within KDYS which will utilise a youth work approach to engagement and development of young people aged 16-18 years who are not in education, training or employment (NEETS) to identify appropriate progression options. Core to this work will be the capturing of the impact of a youth work approach in supporting young people who are NEETS in an employability context. As this is a time sensitive piece, the post holder will need to maximise links with partners- internal and external to KDYS, to ensure best outcomes for young people.

**Job Summary**

Work in an integrated manner with KDYS services and external partners to identify young people who will most benefit from this initiative and following a co-designed youth work intervention, to identify pathways to progression. This post is funded by DCYA and administered by Kerry ETB.

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

* Working strategically with partners-internal and external, to identify and engage young people who require support around employability and who are willing to participate voluntarily with the project.
* Adopting a young person centred approach, develop a co-designed tailored programme for the cohort of young people, utilising youth work methodologies which will include one to one work, group work, work shadowing etc, and are based on the needs and interests of young people.
* Through mentoring, to identify the blocks/supports required for each young person’s progression and identify their pathway to further education, training and employment.
* Using a logic model approach, capture the inputs, outputs and outcomes over the duration of the initiative to demonstrate the impact of a youth work approach in an employability context.
* Adopt a participatory approach in upholding the voices of the young people engaged in the decisions that affect them.
* Develop mechanisms to ensure feedback from young people is captured through the duration of their engagement and to feed into operational and strategic planning to improve services for NEETS.
* Maintain and further develop the relationship with all stakeholders within programme.
* Evaluating the work of the project using relevant project evaluation systems.
* To undertake administrative duties relevant to the position, including maintenance of records and provision of reports as required and/or as requested.
* To work within budgets and monitor programme spending in line with KDYS procedures and in conjunction with management
* To ensure compliance with relevant Quality Standards Frameworks and in accordance with other KDYS requirements.
* 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

**Special conditions**

* A relevant degree in youth work, community work, family support, social care, social work, education or other relevant discipline
* Relevant work experience - Voluntary Work Experience is valued.
* Experience in designing and delivering youth work interventions is required
* Fluency in English, both written and verbal
* Full, clean driver’s license
* Experience of working with people who are NEETS is desirable.

**Skills, competencies & attributes**

**Specialist Knowledge, Expertise & Self Development**

* Experience in working with young people in a dynamic/engaging way using a variety of methodologies.
* Clearly understands the role, objectives and targets and how they fit into the work of the department and the wider organisation.
* Practical, working knowledge of youth work within the Quality Frameworks
* Knowledge of issues and trends affecting young people in contemporary Ireland
* Knowledge of progression routes for young people
* 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.
* 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).
* 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
* Assumes responsibility for and delivers on agreed objectives / goals
* Ability to achieve results through community networking and cross sectoral working as relevant to the role
* 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
* 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**

* Fixed Term contract to 31st December 2019.
* This contract is for 35 hours per week

Your normal working week will be 35 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 is commensurate with experience and 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