**UBU Lead Worker**

**JOB DESCRIPTION**

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| **Location:** | TBD |
| **Works With:** | KDYS UBU team |

**Job Summary**

To ensure that the KDYS UBU team deliver to the requirements of the UBU scheme. Lead and support the team in achieving this. Engage with young people across the four projects.

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

* Ensuring youth work approaches and methodologies are employed such as centre and outreach based programmes, detached youth work, group work, structured drop-in, and individual support, in line with best practice, UBU application and service requirements.
* Ensure that all young people engaged with are a part of the prescribed target group or fall under the remit of the UBU scheme through the 80/20 rule.
* Ensure that all staff are supported to reach their full potential, through support sessions and CPD.
* Work with all stakeholders to ensure that the UBU service is having ultimate impact on its prescribed target groups.
* Develop a Logic Model for UBU, that is fit for purpose and meets stakeholder requirements i.e. KETB
* Design, implement, and monitor indicative weekly timetables for the UBU staff that reflects the Service Requirement, Application Form and the needs/interests and availability of young people.
* Ensure that Planning & Review Meetings are scheduled and the required documents for prepared and disseminated in advance
* Liaise with KETB, when required regarding reporting, meetings, delivery, and support
* Ensure that the UBU project contributes to the organisational plan off the KDYS, whilst always upholding its mission and values.
* Ensure that the team operates within budgets and monitor programme spending in line with KDYS procedures.
* To ensure compliance with relevant Quality Standards Frameworks including NQSF and those specific to UBU in accordance with other KDYS requirements.
* To undertake administrative duties relevant to the position, other than those previously mentioned.
* 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.
* 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, 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
* Experience of working with a funding administrator and being able to maintain a balance between their expectations, that of the KDYS, whilst meeting the needs of young people and staff, is desirable.
* 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

**Contract**

* Specified purpose 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.

**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, the wider organisation and with funder expectations.
* Have the ability to manage a full-time programme whilst balancing the need to carry out high quality youth work interventions.
* 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 digital communication methods and platforms.
* 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.

**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.
* 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.