**Social Enterprise Project Worker**

**Job Description**

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| **Location:** | KDYS Youth & Community Centre, Tralee |
| **Reports to:** | Centre Manager, KDYS Tralee |

**KDYS is a voluntary youth work organisation providing a range of quality services responding to the needs of children, young people, their families and communities in the Diocese of Kerry.**

**Job Summary:**

* Support the development of social enterprise aspect of the centre with the Centre Manger and wider staff team through the development and promotion of income generation initiatives.
* Ensure the facility is operated to optimum health & safety standards, is well maintained and secure, providing onsite support to centre users and work as part of the centre team in the provision of caretaking, reception, administration, events management & fundraising.

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

* Support the Centre Manager, and the wider staff team in the development of the centre as a social enterprise
* Provision of general administrative and reception duties to the centre which include preparing reports financial processing and maintenance of records
* Support the development of administration and/or maintenance systems and procedures with the centre to provide an effective and efficient service
* Responsibility for the development and circulation of promotional materials and events to maximise usage of the facilities
* Take a lead role in managing the online presence across social media and website, ensuring a synergy the wider organisation.
* Support the delivery of community programmes designed to enhance the personal, social and emotional development of young people through programme development, preparation of materials, promotion, engaging facilitators etc
* Development of a fit for purpose online booking system for room hire and programmes within the centre
* Identify and pursue sources of funding to support the development of the social enterprise – fundraising, funding applications etc.
* Support the delivery of caretaking responsibilities within the centre, ensuring health and safety standards are maintained
* Liaise with service users and the public to promote safe and efficient use of the centre.
* Attend internal and external meetings, regular supervision and training as required.
* Implementing and practicing KDYS policies with special emphasis on Health and Safety and Safeguarding & Child Protection
* Ensure ongoing compliance with organisational data protection policy and practice in all aspects of the role.
* To undertake other duties as may be requested.

**Requirements:**

**Qualifications and Experience**

* Eligibility for employment under the \*Community Services Programme is mandatory – see below
* A relevant qualification (i.e. Marketing, Social Media, Office Administration) is desirable
* Experience in a similar role
* Knowledge of information technology hardware/networks and/or website design is desirable
* Knowledge of the voluntary & community sector
* Fluency in English, both written and verbal

**Skills, competencies & attributes**

* Excellent organisational, , maintenance, computer/digital literacy and/or administrative skills, with a strong attention to detail
* Effective written, verbal and IT communication skills.
* Works effectively within a team and independently
* 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.
* Uses resources effectively, challenging processes to improve efficiencies.
* Knowledge of information technology & networks is desirable
* Commitment and adherence to KDYS’s values

**Contract**

* Fixed Term Contract up until 31st December 2021
* This contract is for 39 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, which will involve frequent evening and weekend work.
* €20,685 per annum (€10.20 per hour)
* 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.

**\*Community Services Programme – Eligibility Criteria**

You may be eligible if you are:

* Person in receipt of Jobseeker’s Benefit (JB), Jobseeker’s Assistance (JA) or one parent family
* payment (OPF)
* Persons in receipt of disability allowance (DA), invalidity pension, blind persons pension or other
* disability benefit
* Travellers in receipt of Jobseeker’s Benefit or Jobseeker’s Assistance or one parent family benefit
* Stabilised and recovering drug miss‐users
* People employed from Tús, Community Employment (CE) and Job Initiatives (JI) schemes are deemed eligible. Former RSS workers who were previously CE placements are also eligible.
* Ex‐prisoners

**More information on your eligibility and retention of other social welfare entitlements may be obtained from your local social welfare office.**

**A CSP Employment Eligibility Form is required to be completed at the time of recruitment, signed by DEASP, and retained by the employer for each employee.**

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