**UBU Project Worker**

**JOB DESCRIPTION**

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| **Location:** | KDYS Youth Centre - Listowel |
| **Works With:** | KDYS UBU Team |

**Job Summary**

Work with prescribed, targeted young people in the area to develop and deliver youth work programmes and supports.

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

* Identify young people in the community that are a part of a prescribed target group or fall under the remit of the UBU scheme through contact with all sectors of the community, as per the service requirement.
* With the lead worker develop and follow timetables that reflect the 70% face to face work with young people and demonstrates how each of the Target Groups are provided for within the UBU projects.
* 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 UBU application and ‘service requirement’ for each funded project.
* Adherence to required tools and templates while following the guidance provided in order to ensure all work is recorded and documented correctly and participation in the testing of new tools, templates and guidance as required, connected to the recording of the work.
* Contribute to the development a Logic Model to provide a high level visual overview of all work funded under UBU Your Place Your Space.
* Prepare and submit information for the Planning and Progress Review Meetings and any other reports to the KDYS UBU lead worker.
* Report writing, maintenance of records and other administrative duties, as required
* Ensure that you operate within budgets and monitor programme spending in line with KDYS procedures.
* Engage with all or some prescribed target groups and develop appropriate strategies for individuals and groups - Planning, developing and implementing needs based programmes/projects for young people.
* Advocate for young people using youth participation methodologies as well as representing individuals both on formal and informal platforms.
* Evaluating the work of the project using relevant project evaluation systems.
* To ensure compliance with relevant Quality Standards Frameworks including NQSF and those specific to UBU in accordance with other KDYS requirements.
* To undertake CPD and capacity building sessions provided by the KETB, as required.
* Identify and pursue sources of funding for projects to improve services and/or resources for young people.
* Actively participate in both internal and external networks, structures, training and events relevant to the post.
* Ensure ongoing compliance with organisational data protection policy and practice in all aspects of the role.
* Support the KDYS planning and reporting processes
* 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 2 years relevant experience of working with young people in a paid capacity or 5 years in a voluntary capacity.
* Experience in the design and delivery of a wide range of programmes for young people.
* 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
* Salary Scales Apply
* 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
* 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.
* Experience of working with ‘targeted’ young people.
* Experience in working with young people 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.

**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.
* 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).
* Experience of developing and maintaining accurate paper and electronic record systems, capable of information retrieval, analysis and dissemination as required.
* 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.
* 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.

**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.
* 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.