



Youth Information Project Worker

JOB DESCRIPTION

Works With:	KDYS Youth Information team
Reports To:	KDYS Youth Information Co-Ordinator
Location:	KDYS Tralee

The post holder is an exceptional individual who makes a difference in the lives of young people and their families by promoting a culture of integrity and compliance and operating in line with our organisational mission, vision and values: Young Person centred, Inclusive, Respectful, Non-judgemental, Fun, Empowering and Professional.

Job Summary

The post holder will assist in the development, production and delivery of information, guidance and support to young people, developing and delivering the KDYS Youth Information Operational Plan and working directly with young people to promote and develop a young person led youth information service which maximises opportunities for social and personal development and promotes youth mobility and citizenship. This will entail the support of two youth information hubs /centres in Killarney and Tralee plus outreach bases and significant online presence.

Key Duties & Areas of Responsibility will include:

- Deliver the Kerry Youth Information service with hubs in Killarney and Tralee and supporting trained personnel (volunteers, CE staff etc) to respond to queries, offer 1:1 support and group work.
- Develop and deliver digital youth work using a range of digital platforms and social media.
- With the Youth Information Co-Ordinator, identify, train and support, personnel to be able to disseminate elements of the youth information service.
- Research, develop and deliver programmes and training initiatives for a wide range of participants, based on issues important to young people, utilising technology and in atmospheres and settings attractive to young people. These may include: Human Rights education, cyber-safety, peer mentoring, digital citizenship etc
- Design & develop learning and support materials to aide in the delivery and promotion of Youth Information
- To support and contribute to the KDYS's online presence (i.e. website, social media) as the first portal for youth information and as a mechanism to provide support for young people on line.
- To deliver reporting requirements and any other documentation and record keeping required by KDYS Youth Information Service
- To support the Co-ordinator of KDYS Youth information in connecting young people to opportunities in Europe in terms of volunteering, exchanges, training etc when required.
- Support young people themselves in establishing supportive networks and peer-led initiatives for example, in relation to education, careers, employment opportunities, rights and entitlements, leisure, sports and travel.
- To ensure co-creation and co-design of information content through developing a youth panel using participatory approaches and in line with KDYS Youth Participation Strategy.
- Evaluate the work of the project using relevant project evaluation systems.
- Actively participate in internal 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. *Candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications*
- Minimum 1 years relevant work experience of Youth Work
- Experience of engaging young people using digital tools.
- Fluency in English, both written and verbal
- Full, clean drivers license, with access to a car

Contract

- Specified Purpose Contract linked to a secondment.
- This contract is for 35 hours per week
- Salary scale applies
- Travel within Ireland and Europe may be required to support Eurodesk, EYRICA and Council of Europe activities and training.
- This post requires 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 in working with young people in a dynamic/engaging way using a variety of methodologies, including digital
- 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.
- Contributes to the development of policies in own area and the wider organisation.

Administrative & Technical Skills

- Working knowledge of digital youth work and social media commonly used by young people and being able to use this as a safe communication tool.
- Working knowledge of designing graphics and materials, both digitally and in print, to support the delivery of programmes to young people
- 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.

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.

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.
- 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.
- 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.