



UBU Project Worker

JOB DESCRIPTION



Location	KDYS Cove Youth Cafe
Reports to:	KDYS RINK UBU Lead worker
Works With:	KDYS UBU Team & wider KDYS team

UBU - Your Place Your Space project is a KDYS managed service funded under the Department of Children, Equality, Disability, Integration and Youth (DCEDIY) through Kerry Education & Training Board (KETB). The service identifies, recruits and engages targeted young people aged 10 to 24 years of age in areas of rural North Kerry, Tralee, Killarney, Castleisland and Listowel. Each project aims to provide young person centred out of school supports to young people in their local communities to enable them to overcome adverse circumstances and achieve their full potential by strengthening their personal and social competencies.

The post holder is an exceptional individual who endeavours to make a difference in the lives of young people and their families by promoting a culture of integrity and compliance within KDYS and by operating in line with our organisational mission, vision and values.

Job Summary

Work with predetermined, 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 on-going compliance with organisational policies and practices, GDPR, Safeguarding, Health and Safety and ethical 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.

Requirements:

Qualifications and Experience

- A relevant degree in youth work, community work, family support, social care, social work, mental/emotional health, education or other relevant discipline.
- Minimum 1 year's relevant experience of working with young people in a paid capacity or 3 years in a voluntary capacity.
- Experience in the design and delivery of a wide range of programmes for young people.
- 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.

Skills, competencies & attributes

- Demonstrates knowledge of issues and trends affecting young people in contemporary Ireland.
- Analytical, decision making and problem solving skills required with the capacity to absorb/organise new information to ensure continuing best practice.
- Excellent communication, interpersonal and teamwork skills, with the ability to engage a diverse range of stakeholders and maintain effective working relationships.
- Ability to communicate effectively and appropriately to young people across the target group age range.
- Proficient at planning, delivering, and evaluating programmes.
- Proficient report writing skills.
- Experienced in computer applications and the use of online communication platforms.
- Flexible, willing to adapt to new challenges and change, and prepared to work outside normal hours as required.
- Ability to plan and prioritise work in terms of importance, timescales and other resource constraints, re-prioritising in light of challenging circumstances.
- Ability to think logically, use initiative and work with minimum supervision.
- Fluency in English, both written and verbal.
- Full, clean driver's license.

Contract

- One year fixed term contract, subject to funding availability.

- This contract is for 35 hours per week.
- Salary range €31,511 - €40,660, commensurate with experience, payable monthly.
- 26 days Annual Leave per annum pro rata.
- 28 days paid sick leave in a 12 month period pro rata, upon successful completion of probation.
- 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, children and families are available.
- This post will involve travel, KDYS Travel Expenses will 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.