



Integration Lead Worker JOB DESCRIPTION

Base Location: KDYS Tralee

Works With: KDYS Integration Team, Family Support Team, UBU team, Senior Management Team and wider organisation

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: Young Person Centred, Rights Based, Empowering, Inclusive, Respectful, and Non-judgemental.

Job Summary

To develop and support the KDYS Integration team to deliver to the organisational, project and funder requirements, ensuring that quality services are delivered to service users.

The KDYS Integration Team is a new team within KDYS which will focus on delivering services and supports for young people and families with International Protection status including those with Temporary Residency Status including Ukrainian Refugees in County Kerry.

Key Duties & Areas of Responsibility will include:

- Engage with, develop and oversee 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.
- Ensure that all young people engaged with are a part of the prescribed target groups or falls under the remit of the relevant funder requirements.
- Ensure that the needs of the pre-described target groups are being met by the application of recognised consultation models.
- Ensure that all staff are supported to reach their full potential, through support sessions and CPD.
- Work with all stakeholders – internally and externally - to ensure that the KDYS Integration service is having ultimate impact on its prescribed target groups.
- Develop a Logic Model for Integration youth and family work, that is fit for purpose and meets stakeholder requirements.
- Design, implement, and monitor indicative weekly timetables with the project staff that reflects the service requirements 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 the funders, when required regarding reporting, meetings, delivery, and support.
- Ensure that the Integration project contributes to the strategic 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.
- Mentor, coach and support staff and student placements in the delivery of quality youth service programmes.
- Identify and pursue sources of funding for projects to improve services and/or resources for young people and families.
- Actively participate in both internal and external networks, structures and events relevant to the post.
- Identify training needs through your supervision and participate in training opportunities appropriate to the role.
- To prepare for and attend individual supervision on a regular basis.
- Ensure ongoing 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 undertake other duties as may be requested.



Special conditions /Essential Criteria

Qualifications and Experience

- A relevant degree in youth work, community work, family support, social care, social work, education or other relevant discipline
- Relevant experience of working with young people and / or families in a paid and/or voluntary capacity.
- Experience in the design and delivery of a wide range of programmes for young people and families
- 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.
- People management / leadership experience is desirable.
- Project development / management experience 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

- Fixed Term contract until 31st December 2024.
- This contract is for 35 hours per week. A panel will be formed for future opportunities within KDYS, both part time and full time.
- Salary range €35,842 - €45,998 pro rata per annum, payable monthly.
- 26 days Annual Leave per annum pro rata.
- 28 days paid sick leave in a 12-month period pro rata.
- 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.
- 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.
- Has the ability to manage a full-time programme whilst balancing the need to carry out high quality service user interventions.
- Experience in working with targeted young people and / or families in a dynamic/engaging way using a variety of methodologies.
- Demonstrates knowledge of issues effecting young people and families who are new to Ireland and could be living here to gain protection from what's happening in their own Countries.
- 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.
- 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 with young people and families 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.

