



An Roinn Dlí agus Cirt  
Department of Justice

ciste na  
gcuntas díomhaoin  
the dormant  
accounts fund

*This project was approved by  
Government with support from  
the Dormant Accounts Fund*

# Youth Justice Parent Mentor Worker

## Job Description

<b>Location:</b>	KDYS Youth Centre
<b>Contract:</b>	17.5 hours per week, Fixed Term Contract up until 31 <sup>st</sup> December 2024
<b>Reports to:</b>	KDYS Youth Justice Co-ordinator
<b>Works With</b>	KDYS KEY Service & Wider Staff team

### Job Summary

KDYS Youth Justice Parent Mentoring Service is supported by investment from the Dormant Accounts Disbursement Scheme, through the Department of Justice to support young people and parents in communities to deliver positive outcomes for young people and their families. Trained volunteers will work with parents to improve well-being, reduce offending behaviour, improve family relations and build coping skills.

Investment from the Dormant Accounts Disbursement Scheme, through the Department of Justice supports this role. The Youth Justice Parent Mentor Worker will:

- Provide volunteer support, training development and delivery of the programme in line with programme objectives.
- To establish a parent mentoring service to support the current young person mentoring services.
- Develop and expand programme to deliver to a divisional remit.

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.

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

- Recruitment, training, and support for adult volunteers who provide 1:1 mentoring support to Parents. The support system will include the provision of high-quality training, effective debriefing, and on-going supports/supervision to volunteers.
- Research best practice and literature to inform and develop an evidence-based approach to parent mentoring.
- Ensure the volunteer experience is easy to access, meaningful to the volunteer and productive for KDYS through regular consultation with volunteers, review and evaluation processes.
- Ensure robust systems and procedures are in place to ensure quality transparent delivery.
- Liaise with Youth Justice Mentor Project Worker, KEY Co-ordinator and KDYS finance administrator and follow procedures in relation to record keeping in relation to the budget.
- Meet the reporting requirements of project stakeholders and funders (i.e. KDYS, Department of Justice Dormant Accounts Fund).
- Ensure that the Justice Mentor Project contributes to the organisational plan of the KDYS, whilst always upholding its mission and values.
- To undertake administrative duties relevant to the position, other than those previously mentioned.
- Actively participate in both internal and external networks, structures and events relevant to the post, to enhance Mentor Programme capacity and support development of the project.
- Identify training needs through your supervision and participate in training opportunities appropriate to the role.

- 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. This may include involvement in the organisation's events, fundraising, research etc.

### **Requirements:**

#### **Qualifications and Experience**

- A relevant degree in youth work, community work, or other relevant discipline.
- Minimum 2 years' experience of working in face-to-face delivery with young people and / or parents.
- Experience and understanding of Mentoring youth justice policy and strategy.
- Practical working knowledge a youth work approach to service delivery.
- Clear understanding of Mentoring in the context of young people and parents.
- Full, clean driver's license with access to a car is essential.
- Fluency in English, both written and verbal

#### **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.
- Proficient at planning, delivering, and evaluating programmes.
- Proficient report writing skills.
- Experienced in computer applications and the use of online communication platforms.
- 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.
- Uses resources effectively, challenging processes to improve efficiencies.
- Commitment and adherence to KDYS's values

### **Contract**

- Fixed Term Contract until 31<sup>st</sup> December 2024, subject to funding availability.
- This contract is for 17.5 hours per week.
- Salary scale applies, 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.