****

**Navan West Youth Worker Job Description**

**Reporting to** Regional Director

# Job Summary

To engage and recruit an agreed target of young people and to develop and deliver youth work programmes and supports with an agreed set of outcomes in line with the UBU Your Place Your Space scheme requirements.

# Duties & Areas of Responsibility will include:

* Identify and recruit young people that are a part of an agreed target group through contact

 with all sectors of the community, as per a service requirement.

* Develop youth programmes that are engaging and attractive, utilising youth work

 approaches and methodologies.

* To work on a 1-1 basis with identified participants as needed.
* 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 project.

* Adhere to required tools and templates while following the guidance provided 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 of a Logic Model to provide a high-level visual overview of

 the work funded.

* Prepare and submit information for the Planning and Progress Review Meetings and any

 other reports to the Regional Director.

* Report writing, maintenance of records and other administrative duties, as required.
* Ensure that you operate within budgets and monitor programme spending in line with Youth

 Work Ireland Meath procedures.

* Engage with 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 and those specific to

 UBU Your Place Your Space scheme in accordance with other Youth Work Ireland Meath

 requirements.

* To undertake relevant training 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 Youth Work Ireland Meath planning and reporting processes.
* To prepare for and attend individual support and supervision on a regular basis.
* To undertake other duties as may be requested.

# Special conditions

* A 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 over

 the past 5 years or 5 years working in a voluntary capacity over the last 8 years.

* 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 driver’s license and able to meet the travel requirements of the post.

# Contract

* Specified purpose contract for 1 year
* This contract is for 35 hours per week for full-time post.
* Youth Work Ireland Meath Salary Scale applies
* The nature of this post requires the employee 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 and during seasonal times, i.e., Halloween, Summer, Easter.

* Employment with Youth Work Ireland Meath is subject to a satisfactory response from the

 Garda Vetting Unit and satisfactory reference checks being received.

* This post is subject to a probationary period of 3 months.

# 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 Quality Standards framework.
* Knowledge of issues and trends affecting young people.
* Understands the boundaries of professional practice.
* Demonstrates knowledge of child protection policy and practice.
* Understands and shows commitment to the purpose of Youth Work Ireland Meath 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 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 clearly both verbally and in writing.
* Can listen effectively and develop an effective dialogue quickly.
* Can 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.