



**CDYS**  
**Youth Diversion Project Co-Ordinator**  
**Cobh**

## JOB DESCRIPTION

<b>Title of Post:</b>	CDYS Youth Diversion Project Co-ordinator - Cobh
<b>Location:</b>	CDYS
<b>Reports to:</b>	CDYS Line Manager
<b>Essential Qualifications / Experience:</b>	<ul style="list-style-type: none"> <li>• 3rd Level Degree (Level 8 or equivalent) in Youth Work or a related field.</li> <li>• Have experience in devising, implementing and evaluating programmes/ interventions/responses for ‘at risk’ youth.</li> <li>• Have experience in providing support for ‘at risk’ youth to take positive steps which would enhance their education and employability.</li> <li>• 2 years’ experience of project co-ordination.</li> <li>• 2 years experience of Youth Diversion work / target youth work.</li> </ul>
<b>Desirable:</b>	Post graduate qualification in youth work.

### Job Summary

To work as part of the CDYS Cobh YDP in partnership with JLO, schools and other community services in Cobh and its environs.

### Principle Role and Responsibilities

- To operate to CDYS Core Values:
  - Young people at the heart of everything we do.
  - Concern for the young person’s development, personal, social, educational and spiritual.
  - Commitment to partnership with young people, volunteers, communities and funders.
  - Upholding quality standards of integrity and professionalism.

- To participate fully and work effectively within the CDYS staff team.
- To develop a needs-based response to 'at risk' youth, through face-to-face work to prevent involvement in crime.
- To engage in outreach work to identify young people for inclusion in the project through the Referral Committee.
- To develop and maintain relationships with "at risk" young people on a one-to-one basis.
- To engage with relevant services and supports to facilitate a community response to the needs of young people.
- To devise, implement, document and evaluate all programmes/interventions in line with CDYS requirements.
- To complete, develop and review assessments and case plans for young people.
- To support and motivate young people in their identified progression paths.
- To prepare monthly reports for supervision.
- To prepare progress reports and annual reports as required as well as meet reporting requirements for IYJS and online assessment and data management system.

## **Person Specification**

### **Essential Criteria**

- Experience in working with targeted young people in a dynamic/engaging way using a variety of methodologies and tools used in Youth Justice Work.
- Track record in designing, delivering and evaluating programmes for 'at risk young people.
- Proven experience of working effectively in a team environment.
- Proven ability to work on one's own initiative.
- A very high level of organisational, administration, IT, budgetary and analytical skills.
- Experience of using strong interpersonal skills (written and oral) across a diverse and wide audience.
- Experience of having worked with multiple time demands and deadlines, exercising judgement on time management & level of attention to detail.
- Analytical skills with the capacity to absorb/organise new information to ensure well briefed on new topics.
- Comfortable taking decisions within a clear framework of delegation.

- Provide line supervision and direction to project staff to meet the aims, objectives and reporting demands of the project.
- Resource management, time management, leadership and development skills and experience.

### Core Competencies

- **Change Orientation:** Ability to work flexibly in a changing environment.
- **Continuous Development:** Drive to achieve excellence and continuously develop oneself, one's team, the organisation and the Young People on the Programme through learning and knowledge sharing.
- **Valuing Diversity:** Openness to working effectively with diverse ideas and people.
- **Organisation Commitment:** Meets the standards of behaviour and professionalism required to operate effectively in CDYS.
- **Analytical Thinking & Decision Making:** Think logically, analyse complex information, identify key issues and make effective decisions, taking accountability for decisions made.
- **Communication & Interpersonal Skills:** Conveying information clearly in both oral and written form, effectively communicating one's views by negotiating and influencing others at all levels.
- **Resilience:** Demonstrating the confidence and ability necessary to cope with challenging situations.
- **Task Management:** Ability to prioritise and manage tasks effectively so as to deliver required outcomes to agreed standard.
- **Teamwork:** Ability to work effectively & co-operatively as part of a team and demonstrating commitment towards team goals.

### Health

A candidate for and any person holding office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

### Character

Each candidate for and any person holding the office must be of good character.

### Other

Car owner with full clean driver's license.

### Requirements of all CDYS Staff:

- Commitment to the purpose of CDYS and to work within the values, policies and procedures of the organisation and in the context of current legislation and regulations.
- To report any area of concern to your line manager in a timely fashion.
- To show flexibility in relation to hours of attendance to meeting the need of the work.
- Have a flexible approach to the work in response to organisational change, development and review of best practice.
- Identify training needs through your supervision and participate in training opportunities appropriate to the role.
- To be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to your line manager or Health & Safety representative.
- To undertake other duties as may be requested by the line manager from time to time.
- To undertake your work in a manner that is friendly, flexible and professional.

### Terms & Conditions of Employment

<b>Tenure</b>	Permanent position, subject to ongoing funding, with 6 months probationary period.
<b>Working Hours</b>	35 hours per week
<b>Remuneration</b>	CDYS Project Coordinator Scale (38,828)
<b>Other</b>	Own car required and full clean driving licence

**These projects are co-funded by the Government of Ireland and the European Union**



An Roinn Dlí agus Cirt  
Department of Justice



Arna chomhchistiú ag  
an Aontas Eorpach

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