

## **Crosscare: Manager, Clondalkin Youth Service** **(<https://www.activelink.ie/node/115438>)**



## **Position Title: Manager, Clondalkin Youth Service**

### **The Employer:**

Crosscare delivers services with a servant leadership ethos. Crosscare's Homeless, Youth, Information and Advocacy Teams support those most in need with Love, Respect and Excellence. Crosscare exists to support individual and families when they face difficult challenges in life and when they find it hard to get the help they need. Crosscare focuses on helping people when they need it most or when they can't find support anywhere else.

**Location:** Initially Clondalkin - but could be asked to move to other locations as skillset is required.

**Work Schedule:** 37.5 hours per week

**Contract:** Permanent

**Salary:** Salary Range €46,089 to €60,289 DOE

**Reporting to:** Senior Manager – Greg Tierney.

### **The Role:**

Manager of a local Crosscare Youth Service, initially based in Clondalkin, to carry out the following duties:

- Ensure staff members implement programmes in line with funder's requirements.
- Ensure staff members spend required direct contact hours working with young people with an emphasis on targeted young people and those most in need.
- Provide support/supervision to staff on a monthly basis.
- Coaching staff to develop their potential.
- Develop and foster an advocacy approach within the service.
- Record staff attendance and absences in according with terms and conditions using the HR Locker system.
- Ensure that comprehensive records relating to staff including annual leave, hours worked, etc. are kept up to date on the HR Locker system.
- Manage the recruitment, selection and appointment of staff when required.
- Ensure garda vetting process is followed for all new staff and volunteers.
- Identify training and development requirements for all staff and source relevant training programmes in consultation with Practice Development.
- Preparation of work schedules and rosters.
- Provide leadership and motivation, conducive to good staff relations.
- Any other reasonable duties as required by the Senior Manager.

### **General Responsibilities:**

- To promote an ethos of servant leadership, best practice, professionalism, accountability and ongoing learning within the service, in accordance with Crosscare's values, policies and procedures.
- Submit relevant grant applications/reports to funders within the requested timeframe.
- Manage the budget, sign off on all requisitions, mileage, etc. and attend budget meetings as requested.
- Attend manager meetings as scheduled and relevant management training.
- Represent the organisation at various committees relevant to the work.
- Evaluate structure of team/assess area provision based on needs and resources available.
- Establish new programmes and projects as may be required within the area in consultation with Dublin & Dun

Laoghaire Education and Training Board.

- Maintain and develop community relationships.
- Be a contact for external service support providers.
- Liaise with families and other relevant services or agencies as required.
- Have responsibility for the quality assurance aspects of the youth service provision including NQSF.
- Ensure that all reporting both internal and external is completed in a timely and efficient manner.
- Maintain a record for all assets (cash & non-cash) assigned to the project.
- Guarantee that child safeguarding policies and procedures are at the core of youth work service provision and link with the Designated Liaison Person as required.
- Facilitate good communication with relevant stakeholders such as Irish Youth Justice Service, DDLETB, TUSLA & Clondalkin Drug & Alcohol Task Force to ensure specified and agreed outcomes are achieved.
- Assist in the compilation and co-ordination of reports and statistics including databases.
- Ensure compliance with the provisions of the Health, Safety and Welfare at Work Acts and other relevant legislation.
- Management of the youth service building and oversee all maintenance and repairs in line with Crosscare Health & Safety Policy.
- An awareness of NYCI, Global youth work, school completion etc.

## Essential Requirements:

- A third level professional qualification in a relevant area such as Youth Work/Studies or Social Care.
- A minimum of 5 years work experience specifically in the youth work sector.
- Experience of managing staff, budgetary control, report writing and working to deadlines.
- A servant leadership approach to the work is essential.
- Completed child safeguarding training and an understanding of the designated child protection liaison person role.
- Effective oral and written communication skills.
- Experience of providing professional support and supervision.
- A commitment to social justice and equality.
- A clean driving licence is essential.

## Personal attributes:

- Strong interpersonal, motivational and leadership skills.
- A can do/positive approach to the role.
- Ability to work on own initiative.

## Benefits:

- Competitive salaries
- Generous annual leave
- Additional leave for long service
- Training and Development Programmes
- Employee Assistance Programme
- Digital Doctor Service
- Competitive pension plan
- Bike to Work Scheme
- In Crosscare, we approach our work with an attitude of service, showing love, care and kindness in all interactions with others. We treat people with a level of respect they will remember long after our service and support have been received. We strive for excellence in everything we do. Our clients, young people and service users deserve it.
- Crosscare is registered with the Charities Regulator (RCN: 20169084) and the Revenue Commissioners (CHY-6262). Crosscare is the Social Care Agency of the Archdiocese of Dublin.
- Detailed information on all aspects of our work is available at [www.crosscare.ie](http://www.crosscare.ie/) (<http://www.crosscare.ie/>)

## Application Process:

To apply, please upload a comprehensive CV and letter of application (one document) detailing your suitability for the role to the link provided.

**Closing date for applications is June 1st 2025**

**Please click here to apply. (<https://login.hirelocker.com/crosscare/jobs/32061/youth-manager-clondalkin-closing-date-01-06-25-co-dublin>)**

***Crosscare is an equal opportunities employer***  
***Garda Vetting will apply to this role***  
***By submitting your application, you agree with Crosscare Privacy Policy***

**Region**

Dublin 22

**Date Entered/Updated**

6th May, 2025

**Expiry Date**

1st Jun, 2025

---

**Source URL:** <https://www.activelink.ie/vacancies/children-youth/115438-crosscare-manager-clondalkin-youth-service>