

## **Ballymun Regional Youth Resource: Porter - UBU Your Place Your Space (<https://www.activelink.ie/node/116134>)**



### **Vacancy – Full-time Porter UBU Your Place Your Space**

Ballymun Regional Youth Resource (BRYR) is a professional youth work organisation working for the welfare, development & well-being of all 10-24-year-old young people in the community of Ballymun, North Dublin.

We are recruiting for a full-time (35 hours per week) BRYR Youth Service Porter (Centre-based). A six-month probationary period will apply.

#### **Overview of position:**

BRYR Youth Services Porter is responsible for maintaining the building and grounds of the Reco, this role involves caretaking duties, maintenance tasks, cleaning duties and assisting youth workers with various activities & events set up. The role will be assisting with the supervision of visitors and young people at events, and ensuring the safety and security of the premises. This position will require flexible day and evening hours and some weekend working.

#### **Building Maintenance, Cleaning & Security:**

- **Opening and closing the premises:** Ensuring the Reco is secure and accessible at the appropriate times.
- **Maintaining all rooms and areas:** Cleaning, tidying, and ensuring all areas are in line with set up & safety standards.
- **Repairing minor issues:** Addressing any minor maintenance needs or damage.
- **Maintaining external spaces:** Keeping the grounds clean and tidy, including gardening and landscaping.
- **Security and safety:** Monitoring the Reco, ensuring the building, equipment, and grounds are secure and good working order
- **Access control:** Monitoring and signing in of staff and visitors at reception

#### **Youth Service Support:**

- **Assisting youth workers:** Ensuring the health and safety of young people at events and activities.
- **Event support:** Setting up and assisting with various activities and events.
- **Maintaining positive relationships:** Building and maintaining good working relationships with staff, young people, volunteers and visitors.
- **Following policies and procedures:** Adhering to all relevant policies and procedures.

#### **Other Duties:**

- **Reporting issues:** Notifying the Facilities Manager of any maintenance needs or safety concerns.
- **Participating in training:** Staying up-to-date with relevant training and development opportunities.
- **Completing other duties as requested:** Being flexible and willing to assist with other tasks as needed by the Facilities Manager.

#### **Skills and Qualifications:**

- **Reliability and trustworthiness:** Being reliable, trustworthy and punctual, with a high standard of work performance.
- **Practical skills:** Being able to operate tools and equipment for maintenance tasks.
- **Communication skills:** Having good communication skills to interact with other facilities team member's youth workers, young people, and potentially visitors.

- **Physical strength and endurance:** Being able to perform physically demanding tasks, such as carrying equipment or materials.
- **Attention to detail:** Being observant and noticing potential safety hazards or maintenance needs.

This position is funded by the Department of Education and Youth through the City of Dublin Youth Services.

Salary scales commensurate with Department of Education pay scales.

Satisfactory references (2) will apply. Closing date for receipt of applications: Friday 4th July 2025, 5.00pm.

## To Apply:

Send CV and letter of application outlining suitability to: Sinead O'Shea, Administrator, BRYR, Sillogue Road, Ballymun, Dublin 11, D11 PX34 or by email to: [sinead.oshea@bryr.ie](mailto:sinead.oshea@bryr.ie) (<mailto:sinead.oshea@bryr.ie>).

**BRYR is an equal opportunities employer**



### Region

Dublin 11

### Date Entered/Updated

10th Jun, 2025

### Expiry Date

4th Jul, 2025

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