



gretb

Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
*Galway and Roscommon
Education and Training Board*

JOB DESCRIPTION

JOB TITLE:	Project Worker Youth Service 2 UBU
LOCATION(S):	The locations for the service include Monksland, Ballyforan, Strokestown and Elphin. The Project Worker will also be required to deliver the youth service via a mobile service provision model at other locations throughout the UBU Youth Service 2 geographical area.
RESPONSIBLE TO:	Roscommon LEADER Partnership, Social Inclusion Community Activation Programme (SICAP) Co-Ordinator
HOURS:	12 hours per week
CONTRACT TYPE:	Indefinite Duration - Subject to on-going Government funding
ANNUAL LEAVE:	21 Days per year (pro-rata)

ABOUT ROSCOMMON LEADER PARTNERSHIP (RLP)

RLP is an independent, non-profit, registered charity and is supported by a combination of statutory, philanthropic and corporate funding.

Aims: – Is to promote social and economic inclusion through community-based run initiatives, in an effort to reduce poverty and promote equality. Roscommon LEADER Partnership specializes in the fields of social inclusion, local development, training and education, associated research at the European level and the delivery of employment related schemes and initiatives targeting disadvantaged youth and the unemployed. RLP aims to ensure that disadvantaged young people are supported in non-formal education through provision of youth spaces, employment and training supports, well-being and personal development initiatives in partnership with key stakeholders, also through the offering of summer Initiatives, arts, sports, and specific initiatives to meet the needs of subsets of disadvantaged youth such as young careers and Traveler's.

ROLE INFORMATION

UBU Your Place Your Space is funded by the Department of Children, Equality, Disability, Integration and Youth (D.C.E.D.I.Y.) through the Galway Roscommon Education and Training Board (G.R.E.T.B.). RLP operate a social inclusion flexible, mobile service focused on geographical areas including Monksland, Strokestown, Elphin and Ballyforan and also Young Traveler's, NEETs, and Young People with Disabilities, and other areas within the geographical area of Youth Service 2 as identified by GRETB.

In delivering the UBU Your Place Your Space Service 2 the Project Worker will seek to address the needs of Young People aged between 10 and 24 specifically:

- Young Travellers
- Young People with Disabilities
- NEETs
- Outreach and flexible service for young people based in areas including Monksland, Strokestown, Elphin & Ballyforan
- One to one supports to individual young people

Further detail on these groups and timetables are provided in the workplan for the service.

The Project Worker will have a capacity for youth service delivery in outcomes focused settings and will be responsible for all day to day operational functions of the project.

The Project Worker will be responsible for all day to day operational functions of the project. They will adhere to all administrative requirements as set down by the GRETB. Overall management of the project and associated duties will be overseen by SICAP Co-ordinator reporting directly into Martina Earley, CEO.

In delivering this UBU Service the Project Worker will work closely with agencies such as Tusla, Foroige, Drugs Task Force, CAMHS, Jigsaw, Roscommon County Council, local development organisations, An Garda Síochána, Planet Youth Initiative, HSE, Youthreach, FRCs, schools and relevant Traveller specific organisations to ensure young people have access to a service which is tailored to their needs.

As part of delivering the UBU Service the project workers will provide service appropriate holiday time programmes. Programmes will take place in the out of school setting in a youth project environment and in a community outreach capacity, with elements of detached work. Occasional programmes will be run in local schools where appropriate – transition programmes, information sessions, giving an opportunity for young people to be introduced to staff in the project.

KEY RESPONSIBILITIES

The successful candidate will be employed by RLP and will be given a contract of employment for an indefinite duration. It must be understood however, that if the positions become redundant at any time during the period of the contract or if the funding for the post is discontinued or a post holder fails to perform satisfactorily, employment may be terminated.

The duties of the Project Worker in carrying out any functions, which may be involved in or arise out of the appointment, shall be as notified by the board of RLP and/or its Chief Executive and/or the nominee of the Chief Executive from time to time. These duties will include but are not limited to:

- Facilitating and supporting the identified needs of young people outlined above under role information
- Assess the needs and interests of young people in the area with a particular focus on the target group based on the social profile undertaken by the G.R.E.T.B.
- Plan, implement and evaluate all programmes
- Project Workers will be expected to work evenings and weekends
- Deliver individual support to young people who are experiencing difficulties with education, employment, substance misuse, isolation or mental health
- A passion for, and ability to support, the development of undocumented young people
- Deliver programmes which promote youth participation
- Work on ERASMUS+ projects
- Meet the reporting standards required by the funders by maintaining records and observing professional standards in respect of confidentiality and data protection
- Networking and liaising with other agencies/organisations/referrers and community groups in the area in order to initiate and contribute to responses to meet youth needs. In particular, liaise with the G.R.E.T.B. Youth Officer to ensure Project meets the targets of the UBU Scheme
- Promote the service to potential users and the wider community
- Any such other relevant duties as the board of RLP and/or the Chief Executive Officer or the nominee of the Chief Executive Officer shall deem necessary for the effective implementation and the policy and programmes of Foróige, RLP and the Roscommon Youth Project.

Note: This role will require flexibility and adaptation to new and changing situations on an ongoing basis.

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE (E) = Essential, (D) = Desirable

- Education to Degree standard (note: candidates with exceptional, relevant work experience and sector specific qualification may also be considered in lieu of degree qualifications) (E)
- Access to car and full driving licence (E)
- High level of motivation / ability to work on own initiative (E)
- Ability to work as part of a team of staff (E)
- An understanding of youth and community development work methodologies (E)
- Good communication skills including oral and written (E)
- Ability to build and maintain relationships with relevant funders and local agencies(D)
- Experience in managing budgets (D)
- A working knowledge of the area (D)
- A Strong Interest in Technology (D)

PERSON SPECIFICATION (all Essential requirements)

- Strong interpersonal skills, with an ability to liaise with a wide range of contacts and build and maintain effective working relationships
- Ability to work in both a centre and detached/outreach setting
- Excellent standards of accuracy and attention to detail
- Ability to use own initiative and work effectively within a dynamic and creative environment. This can include approaches such as digital and music technology, circus skills, outdoor education, coaching, entrepreneurship etc.
- Ability to implement evidence-based programmes and new initiatives based on identified need
- Positive and flexible approach to team working
- Good written communications skills, including ability to draft summary information and correspondence
- Good computer skills, including Word processing, MS Access, Excel, Internet and PowerPoint
- High energy with a passion for involving young people in events such as, Techfest, Citizenship as well as creating new events in Roscommon which promote the well-being and integration of young people

REQUIREMENTS OF ALL RLP STAFF (all Essential requirements)

- Commitment to the purpose of RLP and to work within the values, policies and procedures of the organization including collaborating on initiatives across the company
- To act consistently in a professional manner at all times
- To participate in regular supervision with your line manager
- Flexibility in relation to hours of work to meet the needs of the work. Work during unsocial hours will be required
- Identify training needs with your line manager and participate in training opportunities appropriate to the role
- To undertake other duties as may be requested by the board of RLP and /or the Chief Executive Officer of RLP or their nominee from time to time

ADDITIONAL CONSIDERATIONS FOR THE ROLE

Funding:	It must be understood that if the funding for the post is discontinued the post holder's contract may be terminated.
Medical:	The successful candidate will be required to complete a medical questionnaire / undergo a pre-employment medical.
Garda vetting:	As our work involves contact with young people, candidates under consideration for employment in RLP will be subject to Garda vetting.
References:	The successful candidate will undergo two reference checks before commencing employment with RLP.

- Annual Leave:** The Project Workers will be entitled to 21 days' annual leave pro rata plus, public holidays. The needs of the job must be considered when applying to take this leave.
- Hours of work:** The Project Worker will be expected to work 12 hours per week. Please note this position will require flexibility in relation to working hours.
- It is expected that the Project Workers will work late evenings (up to 10pm) and possibly weekends.
- Salary:** The salary for this position will be €9,984 per annum based on 12 hours per week.
- Travel:** This post will involve some domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate RLP rates.
- Base:** An employment base will be provided in the RLP Office, Roscommon Town and the Project Worker role will involve working delivering the youth service programme of work in the areas of Monksland, Ballyforan, Strokestown and Elphin amongst others.
- Applications:** Applications should be made by way of submitting a Cover Letter and CV to recruitment@ridc.ie stating clearly which role you are applying for
Any queries please email recruitment@ridc.ie
- Closing date:** **The deadline for submitting completed applications is 1pm Wednesday 8th May 2024**
Applications received after the deadline will not be accepted.
- Interviews:** Interviews will take place the week commencing the 13th May 2024 (subject to change).

RLP is an equal opportunity employer and is committed to a policy of Equality



An Roinn Leanáí, Comhionannais,
Míchumais, Lánpháirtíochta agus Óige
Department of Children, Equality,
Disability, Integration and Youth

