***Longford Community Resources Clg (LCRL)***

***Job Description***

**Youth Service Co-ordinator**

*Longford Community Resources Clg, the Local Development Company for County Longford, is involved in managing a range of development programmes, for example, the LEADER Programme, Social Inclusion and Community Activation Programme (SICAP), Rural Social Scheme, Tús Community Work Placement Initiative, Traveller Primary Healthcare Project, County Longford Youth Service and the Longford Volunteer Centre.*

*County Longford Youth Service has been awarded funding by the Department of Children, Equality, Disability, Integration and Youth to deliver targeted developmental youth work under the UBU Scheme to young people throughout County Longford. The service also received funding from Youth Work Ireland and other local and national sources. The service will focuses on engaging marginalised young people between the ages of 10 – 24 years.*

**Overall Responsibility**

To be responsible for the co-ordination and to oversee the implementation and day-to-day operation of County Longford Youth Service, which seeks to assist young people in reaching their full potential through a variety of youth work methodologies including the aim to break down barriers that prevent young people from engaging in opportunities that promote personal and social development.

Duties and Responsibilities:

*Planning*

* Develop and prepare annual plans for County Longford Youth Service and assist with the preparation of strategic plans and annual implementation plans of Longford Community Resources.
* Provide strategic leadership and vision for County Longford Youth Service, ensuring sound management of all operational activities and ensuring that all actions accord with the relevant plans.
* Develop structure and mechanisms for the ongoing gathering, communication, and collective analysis of information relevant to the needs and issues affecting young people in County Longford.
* Participate and contribute to relevant local, regional, and national strategic planning and development processes which may have a youth work and social inclusion focus.
* Link and work closely with other members of LCRL’s staff team to keep up to date with projects/services that are relevant to County Longford Youth Service.

*Management and Supervision of Staff*

* Support the staff team in the delivery and implementation of the activities of County Longford Youth Service.
* Convene and carry out regular team meetings.
* Provide regular line management support and supervision sessions with relevant staff.
* Lead any recruitment of staff and deliver induction programmes for staff recruited.
* Ensure that all County Longford Youth Service staff are clear about the appropriate policies and practice guidelines relevant to the work.
* Work with the Administrators and Secretary to ensure that proper records, for example, of staff sick leave, time in lieu and holidays, are in recorded and in order.

*Report Writing, Monitoring and Evaluation*

* Work with the staff and the CEO to ensure that appropriate monitoring and evaluation mechanisms are in place in order to gauge the effectiveness of the work.
* Ensure that all reporting guidelines are complied with.
* Ensure that all reports are provided, in a timely manner, to the relevant agencies.
* Provide the appropriate information in terms of monitoring and evaluating to the needs of funders, LCRL and other agencies as required.
* Provide reports both written and verbal, as required by the Line Manager, CEO and/or Board of Longford Community Resources Clg.

*Involvement with Other Longford Community Resources Clg Programmes*

* Work as part of a team within LCRL and ensure the integration and co-ordination of the work into the other programmes, initiatives, and staff of LCRL.

*Interagency Work*

* Represent LCRL on the any other external structures as instructed by the CEO.
* Support the involvement of other staff on relevant committees and networks.
* Ensure that good working relationships are maintained with all relevant agencies and groups.
* Work with other relevant agencies in developing strategies relevant to the needs and issues affecting young people in County Longford.

*Policy*

* Keep up to date with local, regional and national policies and their potential impact on County Longford Youth Service.
* Keep LCRL informed of relevant policies which may impact on the work being undertaken in LCRL.
* Ensure that issues and identified responses from Longford are fed into relevant decision and policy making fora.
* Assist the CEO with developing and implementing organisational policies and procedures to ensure efficient and safe conditions for the staff and young people.

*Networking*

* Keep up to date with relevant local, regional, and national developments through networking as appropriate.

*Administration*

* Undertake daily office duties as necessary to maintain County Longford Youth Service.
* Assist the Line Manager, CEO and Administrators in the preparation of budgets under County Longford Youth Service and work with the Administrators to ensure that all spending is reported on appropriately.
* Ensuring that documentation and files are maintained for the use of administration and for inspection by the company auditors and other relevant monitoring bodies.

*Fundraising*

* Identify and seek additional funding which compliments actions undertaken by LCRL.

*Other*

* Attend training as deemed necessary by the line management/CEO.
* Carry out such duties as may be assigned from time to time by the line manager/CEO and/or Board of Longford Community Resources Clg.

Reporting to:

The immediate line manager for the position is the Social Inclusion Programmes Manager. The position is ultimately managed by the CEO of Longford Community Resources Clg., with reference to the Board of Longford Community Resources Clg.