



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



Comhairle Chontae Liatroma  
Leitrim County Council

## JOB SPECIFICATION

<b>Job Title:</b>	<b>Youth Development Officer</b>
<b>Location:</b>	Drumshanbo, Co. Leitrim
<b>Contract type:</b>	Fixed term contract
<b>Responsible to:</b>	Chief Executive Officer
<b>Works with:</b>	C.E.O., Youth Development Co-ordinator, relevant internal and external contacts.
<b>No of hours:</b>	35 hours per week
<b>Annual leave:</b>	28 days

### **About Youth Work Ireland North Connaught (YWINC)**

YWINC is an independent, non-profit voluntary youth organisation engaged in out of school youth development and education. The organisation aims to enable young people to involve themselves consciously and actively in their own development. YWINC employs over 40 staff and involves volunteers in the creation and delivery of high quality services to young people through the operation of over 20 clubs, general youth services and special projects. These community based and community supported initiatives are run in rural and urban environments, and generally in partnership with various voluntary and statutory agencies. The organisation is a registered charity and is supported by statutory funding. YWINC is an equal opportunity employer and is committed to a policy of Equality of Opportunity in its employment practices.

### **Project Information**

Leitrim UBU Project is part of a network of targeted youth funding schemes, funded by the Department of Children, Equality, Disability, Integration & Youth. The project is operated in conjunction with Mayo Sligo Leitrim ETB and is managed by YWINC.

Leitrim Comhairle na nÓg is part of a network of Comhairle funded by the Department of Children, Equality, Disability, Integration and Youth. The project is operated in conjunction with Leitrim County Council and is managed by Youth Work Ireland North Connaught.

This initiative is operated and managed by Youth Work Ireland North Connaught, with the support and advice of Mayo Sligo Leitrim ETB.

## **KEY RESPONSIBILITIES**

The Youth Development Officer will be employed by YWINC for a fixed term contract. It must be understood however that if the position becomes redundant at any time during the period of the contract or if funding for the post is discontinued or the post holder fails to perform satisfactorily, employment will be terminated.

### ***The duties of the Youth Development Officer will include:***

1. Assessing and responding to the needs of young people aged 10 - 24 years old in accordance with Youth Work Ireland North Connaught policy and procedures.
2. Designing, implementing and evaluating outcome focused interventions for 10-24 year olds.
3. Building and maintaining relationships with local stakeholders engaged with young people in the catchment area.
4. Completing accurately and submitting on time any standard procedure of expenses, quarterly performance reports, annual plans etc.
5. Operating efficient office procedures in line with Data Protection Act requirements e.g. filing, keeping records etc.
6. Spend a minimum of 80% of working hours in direct contact with young people.
7. Attend and participate at staff meetings and other meetings as requested.
8. Attend and participate at training and professional development events as requested/required.
9. Represent Youth Work Ireland North Connaught when requested at various committees.
10. Submit all paperwork, reports, plans within a specified time period.
11. Apply for relevant grants related to ongoing work in consultation with the Chief Executive Officer.
12. Manage challenging behaviour and situations should they arise.
13. Work in collaboration with existing colleagues.
14. Carry out any other duties relevant to the post as deemed necessary for the effective implementation and the policy and programmes of YWINC .
15. Engagement with all secondary schools, youth organisations, Youthreach etc. to ensure maximum participation in Comhairle na nÓg.
16. Awareness of young people's rights including topics and issues that are relevant and important to young people.
17. Facilitate young people's expression of views, opinions and issues.
18. Work in accordance with Youth Work Ireland North Connaught quality standards including training, planning, youth engagement and collaborative working.
19. Supporting enabling an empowering young people to engage fully in the implementation of Comhairle na nÓg.
20. Ensure that there is broad representation and provide additional support to seldom-heard young people to access Comhairle.
21. Organise Comhairle na nÓg AGM, training and other workshops as appropriate; in partnership with Steering Committee and Comhairle members.
22. Maintaining a public relations profile for Comhairle na nÓg in conjunction with YWINC and the Local Authority.

## **PERSON SPECIFICATION** (All Essential requirements)

- Ability to build and maintain effective relationships with young people
- Good interpersonal skills, including the ability to liaise with a wide range of contacts and build and maintain effective working relationships.
- Excellent standards of accuracy and attention to detail.
- Positive and flexible approach to team working .
- Good written communications skills, including the ability to draft summary information and correspondence, good report writing skills
- Good computer skills, including Word processing, MS Access, Excel, Internet and PowerPoint.

## **REQUIREMENTS OF ALL YWINC STAFF** (All Essential requirements)

- Commitment to the purpose of YWINC and to work within the values, policies and procedures of the organisation
- To act consistently in a professional manner at all times
- To participate in regular supervision.
- Flexibility in relation to hours of work to meet the needs of the work. Work during unsocial hours may be required. Evening and weekend work as required with specific target groups.
- Identify training needs and participate in training opportunities appropriate to the role.
- To undertake other duties as may be requested by the Chief Executive Officer of YWINC 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.

**Garda vetting:** As our work involves contact with young people, candidates under consideration for employment in YWINC will be subject to Garda vetting.

**References:** The successful candidate will undergo two reference checks before commencing employment with YWINC.

**Annual Leave:** The Project Worker will be entitled to 28 days annual leave per annum 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 a minimum of 35 hours per week. The position will require flexibility in relation to working hours.

**Salary:** The salary for this position will be €35,000.

**Base:** The employment base for this role will be The Base Youth Café, Hill Road, Drumshanbo, Co. Leitrim

**Travel:** This post will involve some domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate YWINC rates.

**Applications:** Applications should be made by way of the YWINC job application form only.

**Closing Date:** The deadline for receipt of completed application forms is  
**1.00 p.m. Friday 16th May 2025.**

*Applications received after the deadline will **not** be accepted.*