**Duties and Responsibilities of Project Leader Job**

The Project Leader is responsible for the overall management and strategic direction of PYP, ensuring the effective operation and continuous development of its programmes and services. This includes leading and supporting a dedicated team of staff, overseeing day-to-day activities, and fostering a positive and collaborative work environment. The Project Leader reports directly to the Board of Management and plays a key role in supporting governance and strategic planning.

**Key Functions**

The Project Leader is responsible for ensuring best practice with young people, through the development of appropriate and systematic responses, which are based on the identified and prioritised needs of young people in the community and a clear rationale for practise.

The Project Leader is responsible for setting quality standards and procedures for work, monitoring and evaluation programmes and project actions in conjunction with the team.

The Project Leader will actively engage in delivering youth work as a part of their responsibilities, demonstrating and modelling best practices in all aspects of youth service provision.

**Staff Management**

The Project Leader is responsible for creating and promoting a positive working culture that embraces a social change ethos.

* Managing and supporting staff in an organisation which works from a youth and community work ethos.
* Developing and implementing staff policies as determined by the Board of Directors
* Providing individual support and supervision to staff to ensure the effective planning, delivery, recording and evaluation of quality programmes.
* Identifying the developmental needs of the team both collectively and individually and recommending any training needs identified for consideration by the Board.
* Co-ordinating the work of part time and Community Employment workers.
* Convening regular and ongoing team meetings for information sharing, planning, review and evaluation.
* Ensuring that youth workers keep up to date records on programmes.
* Dealing with issues of discipline/work related performance in the staff team in conjunction with the board.

**Project Management**

Co-ordinate the development, promotion, monitoring and evaluation of quality youth work in partnership projects through the following mechanisms.

* Documenting and recording the work of the service for internal organisational learning and external reporting purposes.
* Implementing and monitoring the effectiveness of management policies.
* Ensuring the completion, processing, monitoring and return of funders reports and documentation
* Developing, implementing and monitoring all practice policies and procedures, in consultation with the Board of Directors.
* Ensuring that the Board of Directors are aware of any issues that arise in relation to the operation of the project in particular issues in relation to child protection, health and safety and personnel.
* Managing the youth service’s premises, maintenance, insurance etc.

**Financial Management**

* The Project Leader is responsible for the financial management of the project i.e. devising budgets, monitoring expenditure, controlling any bank accounts held by the project, preparing financial reports for funders and the Board of Management, implementing PYP financial systems and ensuring the preparation of audited accounts.
* Working closely with the Administrator on the operational financial management as per the Financial Policy

**External Relations and Representation**

* Act as a professional and effective representative of PYP in relevant external forums, networks, and collaborative initiatives, including statutory agencies, local community organisations, schools, and voluntary bodies.
* Build and maintain strong working relationships with key stakeholders to promote the mission, values, and work of PYP.
* Advocate for the needs of young people and the community PYP serves, ensuring that their voices are included in external decision-making processes.
* Participate in local and regional strategic planning initiatives where appropriate, contributing youth work perspectives and insights.
* Support and contribute to inter-agency projects and partnerships that align with PYP’s objectives and priorities.

**Reporting**

* The Project Leader will report to the Board of Directors on the progress, development, and implementation of both strategic and operational plans. This will take place through written reports and verbal updates at scheduled monthly Board meetings.
* In addition to routine reporting, the Project Leader will provide timely updates on emerging issues, risks, and opportunities that may impact the organisation’s objectives or operations.
* The Project Leader will work closely with the Chairperson of the Board to ensure effective communication between governance and operations, supporting strong oversight and strategic alignment.
* Where appropriate, the Project Leader will prepare supplementary reports, proposals, or briefings to assist Board decision-making on key areas such as funding, staffing, policy development, or programme delivery.
* The Project Leader will contribute to the preparation of annual reports, strategic reviews, and compliance documents required by funders, regulators, and other stakeholders.
* They will also provide relevant information and updates to Board Sub-Groups (e.g., Finance, Staffing, Policy) and engage with these groups as needed to support their work.
* All reporting will be carried out in a transparent, accountable, and solution-focused manner, fostering a culture of shared leadership and collaborative governance.

**Other Duties**

* Carry out all duties in a professional, respectful, and ethical manner, upholding the values and principles of PYP.
* Demonstrate a commitment to ongoing personal and professional development, including participation in training, supervision, and reflective practice.
* Maintain confidentiality and professional boundaries at all times, in line with best practice and organisational policy.
* Undertake any other duties that may reasonably be assigned by management, in line with the evolving needs of the organisation and the community it serves.
* Engage in direct work with young people as required
* Fulfil role of ‘Mandated Person’ in accordance with the Children First Act 2015

**Flexibility**

The nature of the post requires flexibility related to the operational hours of the service and attendance at meetings, groups and training. This will involve scheduled evening, weekend and residential work.