**General Information for Project Worker Position**

**Role information and key duties:**

School Completion Programme project workers work with both primary and post primary students. The duties of the School Completion Programme Project Worker will include but are not limited to:

* Provision of direct, one to one and group supports/interventions for identified children and young people in primary and post primary schools as part of the implementation and delivery of the School Completion Programme plan.
* Organising and facilitating the provision of in-school, out-of-school, after school and holiday time supports and evidence based/informed programmes for identified children and young people.
* Engaging the target group and supporting those children and young people to develop knowledge, skills, attitudes, and behaviours in the areas of social and emotional literacy, personal effectiveness, school readiness and educational achievement to enable them to effectively participate in the school environment.
* Enabling and empowering students to participate in their formal education and other learning and development activities within the school environment.
* Working collaboratively with other Tusla Education Support Service including Home School Community Liaison Coordinators, Educational Welfare Officers, School Care Teams, Principals, and other Statutory/Voluntary Agency professionals.
* Identify the students to be engaged with the Project and to plan coordinated interventions for these children and young people across appropriate services to compliment SCP interventions.
* Keeping up to date with local, regional, and national developments in the educational welfare sector, in relation to both policy and practice.
* Completing reports and other administrative tasks and recording procedures as required including attendance tracking and managing files in relation to students engaged.
* Following policies and procedures prescribed by Athlone Ballinasloe SCP and the relevant schools in relation to child protection and other matters.
* Undertaking any other work relevant to the development of the programme as may arise.
* Reporting to the Project Coordinator and the Local Management Committee as required.

**Professional Qualifications and Experience: *(E)****= Essential,****(D)****= Desirable*

* Education to Degree standard in a relevant area e.g. social care, education, youth work etc. (Candidates with a Diploma and with exceptional, relevant work experience may also be considered in lieu of degree qualifications) **(E)**
* A minimum of 1 year relevant paid or voluntary experience working with young people in a similar role **(E)**
* Full Irish driving license and access to a car **(E)**
* Knowledge and experience of Logic Model planning **(D)**
* Experience in the delivery of evidence informed/based programmes to young people **(D)**
* Knowledge of early school leaving factors in Ireland and familiarity with DEIS Schools **(D)**

**Person Specification:**

* Excellent interpersonal skills, including ability to build and maintain effective working relationships with children, young people, parents, families and relevant professionals
* Empathy, approachability, and an ability to relate to children and young people
* Understanding of and commitment to the purpose of the School Completion Programme
* Excellent standards of accuracy and attention to detail
* Ability to be proactive, use own initiative and work effectively within a pressurised environment
* Positive and flexible approach to working as part of a team
* Excellent written communication, including strong report writing skills.
* Ability to implement and follow organisational guidelines and processes
* Good computer skills, including experience of MS Word, Excel & Internet use

**Requirements of all Athlone Ballinasloe SCP Staff**:

* Commitment to the purpose of the School Completion Programme and to work within the values, policies, and procedures of the Programme
* To always act consistently in a professional manner
* To participate in regular supervision with your line manager
* Flexibility in relation to hours of work to meet the needs of the work. (On occasions work during unsocial hours may 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 Local Coordinator and/or the Local Management Committee 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 children and young people, candidates under consideration for employment with SAthlone Ballinasloe SCP will be subject to Garda Vetting.

**References:**The successful candidate will undergo two reference checks before commencing employment with Athlone Ballinasloe SCP

**Annual Leave:**The Project Worker will be entitled to 30 annual leave days (plus two privilege days) plus public holidays. TAll annual leave must b e taken during school holidays.

**Hours of Work:**The Project Worker will be expected to work a minimum of 35 hours per week. Please note this position will require flexibility in relation to working hours. It is expected that the Project Worker may work before, during and after school hours.

**Salary:**The salary scale utilised for the positions will be the City of Dublin Youth Service Board: Youth Worker Salary Scale

**Travel:** Domestic travel within Ireland and occasional meetings may also be required from time to time. Travel and expenses will be paid in accordance with appropriate rates.