**JOB DESCRIPTION**
**&**
**PERSON SPECIFICATION**

***Please read in full before applying.***

*Applications Close Fri 12th September at 5pm. Late applications cannot be accepted.*

*Only complete applications on the attached application form will be considered.*

*All applications should be submitted to* *jobs@ywicm.ie* *by the above closing date.*
*All queries should be directed to* *admin@ywicm.ie*

Opportunity to work in a needs led, exciting, highly acclaimed young person centered service with the opportunity to agree a flexible schedule with Line Manager, which best suits the needs of the young people and the organisation.

**JOB DESCRIPTION**

**Category: Youth Worker.**

**Title: Youth worker**

**Team: Youth Information**

**Location: Castleblayney/ Carrickmacross (Dual Base Position)**

**Hours: 35 hours per week.**

**Reports to: Line Manager.**

**Salary P/A: €35,461.00**

**Contract Type: Fixed Term.**

**Contract Expiry: 31st Dec 2025 – *Annual renewal subject to continued funding.***

**Specific Responsibilities:**

*Please note this is an indicative guide to specific responsibilities of the role, and may change from time to time in accordance with the requirements of the funder/ organisation. This role will be based over two sites (Castleblayney & Carrickmacross).*

**Job Details (General Summary):**

* To be responsible for the implementation of the Youth Information Project, delivering programmes on a flexible basis as required by young people at times when they are available to access them.
* To work as part of the overall YWICM team to deliver an effective and innovative youth service for County Monaghan.
* Have the option to work primarily over a 4 day week.
* 20 Leave Days.
* To take a leadership role in developing and supporting programmes and

development opportunities that arises through the project.

* To provide a service that responds to needs of young people in identified areas of work through provision of programmes and services.
* Recruitment and training of volunteers sufficient to meet the demands of the service.
* To be responsible for the supervision and management of volunteers within their area, ensuring that the service is of high quality and is in line with the values and policies of the organisation.
* To model “best practice” for volunteers within the service.
* To act at all times within organizational policy and practice guidelines and to take immediate appropriate action when necessary.
* To ensure that accurate and efficient records are maintained and reports completed for management, board and funders when requested.
* To support the Youth Information Project and Youth Work Ireland Cavan Monaghan in its development and growth.
* To engage in any other duties requested by the Team Leader or Director. This includes involvement in the organisations campaigning and lobbying, training and research, supporting other areas of work and fundraising initiatives.
* To attend team meetings and other meetings at the request of the Team Leader or Regional Director.
* To represent Youth Work Ireland Cavan Monaghan and Include Youth Service on committees relevant to the area of work as directed by the team leader.
* To meet key deliverables in line with funder requirements.
* To be a positive contributor to the overall Youth Service Team in Monaghan and Cavan.

PERSON SPECIFICATION

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| Category | Essential | Desirable |
| Qualifications | Candidates must hold a full driving licence as travelling between centres will be essential to the role. Candidates must possess a third level graduate qualification in Youth Work, Social Studies or a related field or possess 3 years’ experience as detailed below.Candidates should have excellent IT Skills. | Experience of carrying out practice research, data analysis and reporting.3rd level qualification or equivalent NSETS endorsed |
| Experience | Candidates should have a minimum of 3 years’ experience of working with young people either in a paid or voluntary capacity. | Adult/Youth training and/or facilitationExperience of project management and supervision of staff and/or volunteers.Experience of creating digital educational resources |
| Knowledge | Candidates must be able to demonstrate a theoretical and practical knowledge of youth work, group work, project development and reporting requirements within the sector. | Project management, leadership, creativity and innovation |
| Abilities & Attributes | Candidates should possess excellent communication skills.Candidates should possess excellent presentation skills.Candidates must be aligned with our organisational values.Candidates must exhibit a strong commitment to young people’s rights.Candidates must be effective at time management with the ability to oversee a number of projects at any given time.Candidates must be self-motivated and have the ability to work on own initiative as well as work as part of a team.Candidates must be flexible and have the ability to change to be available or willing to work unsociable hours as occasionally required.To be a supportive team player. |  |
| General | Candidates must cooperate with all housekeeping elements in all areas of work. |  |