

 **Job Specification and Description**

**Project Worker**

 **Sligo School Completion Programme**

The School Completion Programme is a TESS (Tusla Education Support Service) managed Programme funded by the Department of Education which aims to increase the number of children and young people staying in primary and post primary school and in doing so improve the number that successfully complete the Senior Cycle, or equivalent. It supports students aged 4-18 who are at risk of early school leaving together with those of school going age who are out of school.

The School Completion Programme aims to impact positively on school:

● Attendance

● Retention

● Participation.

Sligo School Completion Programme operates in 12 primary schools and 6 post primary schools in Sligo town and county and South Donegal. It aims to support students, their families and the community to encourage all students to reach their full potential and prevent early school leaving in the educational system.

Sligo School Completion Programme is seeking to employ 1 full time Project Worker– 35 hours per week fixed term until 30th of August 2026. Applications are now invited from suitable candidates for the above post.

The position of Project Worker is one that necessitates the development of programmes and provision of support for children and young people who are at risk of early school leaving and involves the following:

* Working alongside the Co-ordinator to develop and deliver suitable supportive programmes to meet the needs of the target group.
* Provision of In-School supports, in the form of group work, individual work and evidence based interventions etc.
* Provision of support to out of school students who are school refusals etc.
* Provision of After School supports in the form of Homework Clubs, After School programmes etc.
* Provision of Holiday Time supports in the form of a Summer Programme, Easter/Halloween activities etc.
* Developing ongoing supportive contact with children in the target group.
* Recording progress of groups.
* Liaising with other agencies/ services working with young people and attending at meetings of these agencies/ services where appropriate and agreed.
* Compiling reports deemed necessary by the Local Project Co-ordinator or Local Management Committee and completing them in a timely fashion.
* Participating in relevant in service training and project evaluation as agreed with the Local Project Co-ordinator.
* Attending team meetings and supervision meetings with the Co-ordinator.

**Essential requirements:**

* A third level graduate qualification in Social Care, Education, Youth/community work or equivalent
* A minimum of 2 years’ practical experience of working with children and young people who are “at risk” in a supportive environment either in one to one or group settings
* Have an understanding of social and educational disadvantage and the needs of those who are at risk of early school leaving
* Full driving licence and use of own car.

**Desirable skills**

* Group facilitation skills.
* Knowledge of manualised / evidence based programmes used to support young people “at risk.”
* Excellent interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships.
* Ability to be proactive, use own initiative and work effectively within a pressurised environment.
* Strong communicator and with a flexible approach to team working.
* Good computer skills,

**Terms and Conditions**:

* The successful candidate will be offered a contract of employment, which may be renewed or extended subject to Government funding and approval by Local Management Committee
* The Project worker will work in schools in the Sligo SCP area- Sligo town and county and south Donegal.
* The Salary will be commensurate with experience and qualifications and will be based on the City of Dublin Youth Worker Salary Scale as directed by the Department of Education and Skills
* The Project Worker may be required to undertake some evening work and occasional weekend work
* The intensity of the project activity mirrors the school year; therefore, the successful candidate will need to be somewhat flexible to meet those demands.
* A Panel may be formed for any temporary vacancies that may arise.

**Completed application forms must be submitted by:**

**Monday 8th of September 2025**