


<b>Job Title:</b>	Youth Development Officer		
<b>Reports To:</b>	Regional Co-Ordinator with a dotted line to National Youth Development Co-Ordinator		
<b>Department:</b>	Regional Office - East		
<b>Location:</b>	East Regional Office – 91/92 Sean McDermott Street, Dublin 1		
<b>Job Holder:</b>	<b>VACANT</b>	<b>Contract Type:</b>	Permanent Full Time
<b>Date of JD:</b>	August 2025	<b>Hours:</b>	37.5 hours per week
		<b>Salary:</b>	€39,367.79 per annum

## About SVP

SVP is a large, national, voluntary organisation with extensive experience of working with a diverse range of people who experience poverty and exclusion. Through its network of volunteers and employees, it is strongly committed to working for social justice and advocates the creation of a more just and caring society.

SVP is an equal opportunity employer committed to treating all individuals with dignity and respect. We are dedicated to protecting everyone we encounter from all forms of harm, abuse, neglect, and exploitation, in accordance with Irish equality legislation. All employees are expected to adhere to SVP's Dignity & Respect and Safeguarding policies, including those pertaining to children and vulnerable adults.

The founder of the Society, Blessed Frederick Ozanam, was a devout Christian and his legacy of spirituality remains a key element of the make-up of every Conference within the Society. It is normal practice within the Society that prayers are said at the beginning and end of Conference meetings or at other meetings where members are in attendance as this underpins the ethos of the Society. You are not required to take part.

## Purpose of the Role

The purpose of this role is to promote and support the SVP Youth Development Programme in the East Region through a range of engagement models, with a particular focus on supporting and developing Young SVP Conferences in schools and third-level institutions. The role also seeks to create greater awareness of the work of SVP and foster stronger support for the organisation by building meaningful links with schools and between schools and local Conferences.

A key aspect of the role is to provide young people with opportunities to experience volunteering, to help others in a tangible way, and to see the difference they can make in people's lives. This experience is intended to support their personal and social development while also inspiring them about the work of SVP and the broader importance of social justice.

## Guidance and Authority

The post holder is expected to operate with considerable autonomy, referring matters to their line manager when significant resistance is encountered in implementing good practices or policies, when actions may place stakeholders such as children, vulnerable adults, scheme participants, volunteers, or the Society's reputation at risk, or when decisions could substantially impact the workload of others.

## **Principle Accountabilities**

The role holder will be responsible for:

### **Promote and Organise SVP School Conferences and Guest Speaker Programme**

- Contact all second-level schools in identified areas to promote services offered.
- Follow up with schools via email and telephone.

### **Ensure All Schools in the Region Are Aware of SVP Services**

- Invite and respond to requests as a Guest Speaker from schools.
- Link schools with local SVP members where appropriate.

### **Actively Engage Schools in Building Relationships with SVP Conferences**

- Support the development of school-based conferences in second-level schools.

### **Provide Ongoing Support to Teachers**

- Develop resource materials for use in schools by teachers and SVP members.
- Collaborate with the National Co-ordinator and Regional Youth Development Officers.

### **Develop and Maintain Positive Relationships with Schools**

- Provide face-to-face support sessions with student groups as needed.
- Offer additional support via telephone and email.

### **Develop and Provide Training/Coaching to SVP Members**

- Work with the National Co-ordinator and other Youth Development Officers.
- Contribute to the ongoing development of training for members working with young people.

### **Reporting on Progress**

- Provide regular reports on targets agreed with the National Co-ordinator.
- Maintain accurate records of school contacts, visits, and student sessions.

### **Quarterly and Board Reporting**

- Report quarterly to the Regional President.
- Provide briefings to the Board as required.
- Attend and report at Regional, National, or project-related meetings

### **Liaise and Collaborate with SVP Conferences and Members**

- Develop structures to promote links between local Conferences and Young SVP groups.
- Ensure mutual benefit from collaborations.

### **Compliance with Best Practice and Safeguarding**

- Adhere to SVP Child and Vulnerable Adult policy and procedures.
- Follow national legislation and safe practice guidelines.
- Attend safeguarding training as required.

### **Participation in Regional, National, and Promotional Events**

- Attend and report at Regional, National, or project-related meetings.
- Participate in training sessions as required.

## Support Other Regional Projects and Activities

- Promote regional projects addressing educational inequality.
  - Liaise with relevant members coordinating projects.
  - Promote projects in schools and provide admin/other support where possible.
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## Challenges

There are a number of challenges in this role, largely determined by the scale, complexity, voluntary nature and high levels of local autonomy within the Society. These include:

- Operating with considerable autonomy while balancing both regional and national reporting requirements.
- Ensuring that good practice in working with young people is consistently maintained, particularly in safeguarding and child protection.
- Managing resistance to the development or implementation of policies and procedures.
- Escalating issues where practice may place children, vulnerable adults, members, or the Society's reputation at risk.
- Handling decisions that may have a significant impact on the workload of others.
- Ensuring confidentiality at all times.
- Creating and maintaining a friendly and supportive atmosphere for schools, students, and SVP members.

## Other Information

In addition to the duties and responsibilities listed above, the job holder may be required from time to time to perform other duties as deemed reasonable and necessary by the employer. The job holder may also be required from time to time to work or attend training/meetings at another location. As much notice as is reasonably practicable will be given of any such requirement/ change.

Employees are responsible for notifying their manager in writing of any statutory rest period or break to which they are entitled to and were not able to avail of on a particular occasion and the reason for not availing of such rest period or break within one week.

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## Education, Experience, Knowledge and Skills Required

### Qualifications

- 3<sup>rd</sup> level qualification in Youth Work, Education or equivalent area.
- Training in group facilitation and learning with young people.

### Experience

- Have a minimum of 3 years' full time post qualified experience of working with and using active learning methodologies with young people in group settings.
- A team worker with an ability to prioritise tasks and to work well under pressure.
- Excellent IT skills including knowledge of record keeping and database systems.
- Has previous experience of working in statutory / voluntary / community settings.

### Knowledge

- Knowledge of the Society and of its mission and values.
- Knowledge of needs and issues of the poor and disadvantaged.
- Has a knowledge of the background to social issues, social policy and social services.

### Skills

- Excellent group facilitation skills.
- Strong ability to manage events.
- Strong presentation skills and skilled at public speaking.
- Self-motivated with the ability to working on own as well as be a strong team contributor.
- Proven ability to set own work plans with a progress tracking system in line with objectives set by line manager and National Youth Development strategy.
- Enjoys working with young people and is passionate about social justice.

**The person must also demonstrate the following personal attributes:**

- Be honest and trustworthy
- Be respectful
- Be flexible
- Demonstrate sound work ethics
- Confidentiality
- Other

### Compensation & Benefits

All SVP benefits are subject to the prevailing policy and associated length of service requirements	
Pension	A core DC pension offering with a 5% employer and employee contribution, and an option to increase to 7% employer contribution on a matching basis
Life assurance	Four times salary
Sick pay	Entitlement to sick pay following 13 weeks, with level of entitlement increasing with length of service (Subject to terms of policy)
Health plan	Group discount for Hospital Saturday Fund (HSF)
Annual leave	23 days annual leave for all staff. Additional day's leave at 5, 10, 15 & 20 years, with a cap of 27 annual leave days
Discretionary days	2 Discretionary days (Christmas Eve & Good Friday)*
Maternity/ Adoptive leave	18 weeks full pay for staff with more than 12 months service
Paternity leave	2 weeks full pay for staff with more than 12 months service
Christmas Voucher	€250 voucher for all staff (Subject to terms of policy)
Employee Assistance Programme (EAP)	6 counselling sessions provided per annum
Life Appreciation recognition	Additional one-off 5 days annual leave allocated in year that 25, 30, 35 & 40 years service achieved, plus €250 voucher
Retirement	Staff with 10+ years service will receive a €250 voucher on retirement
Education Support	Fee support up to €1,500 for job relevant courses, plus exam and study leave Further Education Support (Subject to terms of the policy)
Hybrid/Flexible Working Available	SVP support and embrace Flexible Working, including working from home, in line with the SVP Flexible Working Policy (Where appropriate and subject to role requirements and policy)
SVP Experience Day	Up to one discretionary day per year to experience a different aspect of the work of SVP (Subject to conditions)

The information contained in this job description is a true and accurate reflection of the job as at the date specified.