Job Title:
Project Coordinator/Sr. Youth Worker Carbery Youth Service (F/T),
which is a UBU funded project

Responsible to:
Youth Spaces Team Leader

Job Summary:

The post involves the delivery and supervision of youth work to young people in the Clonakilty, Dunmanway and Skibbereen area using a number of methodologies. These include outreach, informal work, theme based sessions, larger events, leadership development and one on one youth work. This will be done by ensuring effective networking both between YMCA programmes and services and external organisations and agencies.

The person will be working five days per week in West Cork, based in Clonakilty, Skibbereen and Dunmanway, with regular contact with YMCA offices in Cork City.

Main Tasks

Youth Work

1 To develop and implement strategies to build the reach of the service in the areas of Clonakilty, Skibbereen and Dunmanway.

2 To create and maintain opportunities for young people to participate in informal youth spaces, theme based sessions, large scale events and one on one youth work.

3 To facilitate youth leadership among the service users, ensuring that the service is truly youth led.

4 To target and prioritise youth populations that are seldom heard, marginalised and/or who have barriers to access to services, ensuring UBU targets and requirements are met.

Management and Administration

5 To help manage and source premises for the project.

6 To supervise and oversee the Youth Workers and volunteers involved in the delivery of the Carbery Youth Service.

7 To apply for annual funding and make progress and funders reports with the support of the Youth Spaces Team Leader

8 To set and oversee the annual budget as agreed with the Youth Spaces Team Leader and Regional Director.

9 To ensure there is effective recording of inputs, outputs and outcomes and that an evaluation and monitoring system is in place.

10 To ensure that the service delivered reflects the quality standards in the National Quality Standards Framework, developed by core funders.

11 To support the development of the Youth Spaces team with the Team Leader by organising training, reflective practice sessions, staff support and supervision and weekly team meetings.

Outreach and Networking

12 To access and cultivate new groups of young people, recruiting them to the service and promoting it to a wide population of West Cork youth.

13 To develop and implement ongoing publicity to raise the profile of the service through social media, radio, newspapers, posters etc.

14 To ensure effective relationships are developed and maintained among our partners, YMCA services and with other schools, groups and agencies in West Cork and represent YMCA on the board of the Clonakilty Community Youth Centre Committee.

Terms and Conditions

This will be a renewable annual contract, subject to funding being available.

The salary scale for the post will be YMCA Scale B7 €42,779.88

There will be an annual leave entitlement of 25 days with one additional day for each completed year of service, up to a maximum of 30 days, together with public holidays.

Personnel Specification:

Essential:

- Relevant 3rd level qualification
- At least 3 years experience of working with young people in a formal or informal context
- At least 1 years experience of supervising staff and/or volunteers
- Experience of fundraising and managing budgets
- Understanding of young people and an appreciation of youth culture
- Ability to work in an informal, youth led context
- Ability to demonstrate well developed listening skills
- Proven ability to identify, access and reach new groups of service users
- Proven ability to work on a one to one basis
- Highly developed personal organisational skills
- A high level of computer literacy
- Proven ability to establish and maintain networks
- The post-holder will have access to a car and be in possession of a full driving license

Skilled in at least one of the following:

- The use of arts and creativity such as music, multimedia, visual arts, drama, etc
- Developing and cultivating youth leadership
- Facilitation and presentation of theme based sessions
- Advocating on behalf of young people in crisis
- Sports, Fitness and Holistic Health

Discretion to Act

The post-holder has responsibility for the day to day management of Carbery Youth Service reporting to the Youth Spaces Team Leader, based in Cork city. S/he has responsibility for contributing to the future development of the Carbery Youth Service with the Youth Spaces Team Leader.

Environment

The post-holder must be able to work effectively with young people, parents, teachers, youth workers and local organisations and networks. They will be expected to be in sympathy with the organisations' aims and purposes.

Some of the work is performed during normal working hours, but there will also be regular weekend and evening work.

The person will be based in West Cork, with regular contact with the offices of YMCA in Cork City.

Relationships

The post-holder will be expected to develop and maintain relationships with a range of other voluntary, statutory organisations, groups and schools in the West Cork area. S/he will be expected to work closely with other local YMCAs and YMCA Programme areas.