



# Youth Work Ireland North Connaught

## Part-time Comhairle na nÓg Co-ordinator

### JOB DESCRIPTION

<b>Job Title</b>	Part-time Comhairle na nÓg Co-ordinator
<b>Location</b>	Co. Leitrim
<b>Purpose of post</b>	To plan, deliver and create engaging opportunities for young people to have their voices heard locally and nationally. The person will support and empower young people to engage fully in the Comhairle na nÓg agenda.
<b>Liaising with</b>	Young people, youth work team, staff, DCYA, Leitrim Local Authority, MSLETB, Secondary Schools and other relevant stakeholders.
<b>Reporting to</b>	Regional Director
<b>Duration</b>	5 months
<b>Background</b>	The Comhairle na nÓg Coordinator is the key organiser of Comhairle na nÓg in Leitrim. He or she is supported by their colleagues and members of the Steering Committee.
<b>Primary duties &amp; responsibilities</b>	<ul style="list-style-type: none"> <li>• Engagement with all secondary schools, Youth organisations, Youthreach etc. to ensure maximum participation in Comhairle nÓg;</li> <li>• Awareness of young people’s rights including topics and issues that are relevant and important to young people.</li> <li>• Development and maintenance of positive and professional relationships with Leitrim Local Authority, MSLETB and other stakeholders.</li> <li>• Facilitate young people’s expression of views, opinions and issues.</li> <li>• Work in accordance with Youth Work Ireland North Connaught quality standards including training, planning, youth engagement and collaborative working.</li> <li>• Supporting, enabling and empowering young people to engage fully in the implementation of Comhairle na nÓg.</li> <li>• Ensure that there is broad representation and provide additional support to seldom-heard young people to access Comhairle.</li> <li>• Organise Comhairle na nÓg AGM, training and other workshops, as appropriate; in partnership with Steering Committee and Comhairle members.</li> <li>• Maintaining a public relations profile for Comhairle na nÓg, in conjunction with YWINC and the Local Authority.</li> <li>• Provide relevant information and reports as required.</li> <li>• Any other relevant duties as assigned by line management</li> </ul> <p><i>The above duties and responsibilities are not conclusive and may be subject to change.</i></p>
<b>Hours of work</b>	14 hours per week to include some evening, night and weekend sessions.
<b>Remuneration</b>	Please note that this funding source does not provide for pension.