

JOB SPECIFICATION

Job Title:	Part-time Comhairle na nÓg Co-ordinator
Location:	Drumshanbo, Co. Leitrim
Contract type:	Fixed term contract to 30th May 2021.
Responsible to:	Regional Director
Works with:	Regional Director, Youth Development Worker, relevant internal and external contacts.
No of hours:	14 hours per week
Annual leave:	5 days

About Youth Work Ireland North Connaught (YWINC)

YWINC is an independent, non-profit voluntary youth organisation engaged in out of school youth development and education. The organisation aims to enable young people to involve themselves consciously and actively in their own development. YWINC employs over 40 staff and involves volunteers in the creation and delivery of high quality services to young people through the operation of over 20 clubs, general youth services and special projects. These community based and community supported initiatives are run in rural and urban environments, and generally in partnership with various voluntary and statutory agencies. The organisation is a registered charity and is supported by statutory funding. YWINC is an equal opportunity employer and is committed to a policy of Equality of Opportunity in its employment practices.

Project Information

Leitrim Comhairle na nÓg is part of a network of Comhairle funded by the Department of Children and Youth Affairs. The project is operated in conjunction with Leitrim County Council and is managed by Youth Work Ireland North Connaught.

The Part-time Comhairle na nÓg Co-ordinator will be employed by YWINC and will be given a contract of employment for a fixed term. It must be understood however that if the position becomes redundant at any time during the period of the contract or if funding for the post is discontinued or the post holder fails to perform satisfactorily, employment will be terminated.

This initiative is operated and managed by Youth Work Ireland North Connaught, with the support and advice of an advisory committee.

KEY RESPONSIBILITIES

The Part-time Comhairle na nÓg Co-ordinator will be employed by YWINC for a fixed term contract. It must be understood however that if the position becomes redundant at any time during the period of the contract or if funding for the post is discontinued or the post holder fails to perform satisfactorily, employment will be terminated.

The duties of the Youth Participation will include:

- Engagement with all secondary schools, Youth organisations, Youthreach etc. to ensure maximum participation in Comhairle na nÓg.
- Awareness of young people's rights including topics and issues that are relevant and important to young people.
- Development and maintenance of positive and professional relationships with Leitrim Local Authority, MSLETB and other stakeholders.
- Facilitate young people's expression of views, opinions and issues.
- Work in accordance with Youth Work Ireland North Connaught quality standards including training, planning, youth engagement and collaborative working.
- Supporting, enabling and empowering young people to engage fully in the implementation of Comhairle na nÓg.
- Ensure that there is broad representation and provide additional support to seldom-heard young people to access Comhairle.
- Organise Comhairle na nÓg AGM, training and other workshops, as appropriate; in partnership with Steering Committee and Comhairle members.
- Maintaining a public relations profile for Comhairle na nÓg, in conjunction with YWINC and the Local Authority.
- Provide relevant information and reports as required.
- Any other relevant duties as assigned by line management.

The above duties and responsibilities are not conclusive and may be subject to change.

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE (E = Essential; D = Desirable)

- Formal Qualification preferably in Youth / Social Science / Care work **(E)**
(Note; candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications)
- Experience of involvement in the Youth Sector. **(E)**
- Experience in working with young people 13-24 yrs. **(D)**
- Access to a car and full Irish driving licence **(E)**
- Relevant paid or voluntary experience of working with young people **(D)**
- Exposure and understanding of working with young people from minority ethnic groups **(D)**
- Demonstrate the capacity to engage this 13-24 aged cohort of young people in creative and innovative initiatives that best responds to the needs of their specific needs. **(E)**

PERSON SPECIFICATION (All Essential requirements)

- Ability to build and maintain effective relationships with young people
- Good interpersonal skills, including the ability to liaise with a wide range of contacts and build and maintain effective working relationships.
- Excellent standards of accuracy and attention to detail.
- Positive and flexible approach to team working
- Good written communications skills, including the ability to draft summary information and correspondence, good report writing skills
- Good computer skills, including Word processing, MS Access, Excel, Internet and PowerPoint

REQUIREMENTS OF ALL YWINC STAFF (All Essential requirements)

- Commitment to the purpose of YWINC and to work within the values, policies and procedures of the organisation
- To act consistently in a professional manner at all times
- To participate in regular supervision.
- Flexibility in relation to hours of work to meet the needs of the work. Work during unsocial hours may be required. Evening and weekend work as required with specific target groups.
- Identify training needs and participate in training opportunities appropriate to the role.
- To undertake other duties as may be requested by the Regional Director of YWINC or their nominee from time to time.

ADDITIONAL CONSIDERATIONS FOR THE ROLE:

- Funding:** It must be understood that if the funding for the post is discontinued the post holder's contract may be terminated.
- Garda vetting:** As our work involves contact with young people, candidates under consideration for employment in YWINC will be subject to Garda vetting.
- References:** The successful candidate will undergo 2 reference checks before commencing employment with YWINC.
- Annual Leave:** The Project Worker will be entitled to 5 days annual leave per annum plus public holidays. The needs of the job must be considered when applying to take this leave.
- Hours of work:** The Project Worker will be expected to work a minimum of 14 hours per week. The position will require flexibility in relation to working hours.
- Salary:** The salary for this position will be €14 per hour.
- Base:** The employment base for this role will be The Base Youth Café, Drumshanbo, Co. Leitrim.
- Travel:** This post will involve some domestic travel and occasional meetings. Travel and expenses will be paid in accordance with appropriate YWINC rates.
- Applications:** Applications should be made by way of the YWINC job application form only.
- Closing Date:** The deadline for receipt of completed application forms is
1.00 p.m. Thursday 10th December 2020
Applications received after the deadline will **not** be accepted.