

JOB DESCRIPTION of Youth Services Coordinator YNR

JOB DETAILS

Name of Employer: Youth New Ross CLG
Job Title: Youth Services Coordinator
YNR Department: Youth Services
Reporting to: CEO of YNR
Type of Contract: Permanent, Full Time Role with a 6 months probationary period
Number of Hours: 28 hours per week
Location: Predominantly at The Bullawn, New Ross, Co. Wexford, Y34 YH26
Salary Scale: €44,839 - €52,000 (6 point pay scale) – pro-rata for 28 hours per week.
Salary Starting point: Starting on Point 1 unless with extraordinary experience/expertise
Annual Leave: 20 Days
Other Benefits: Paid Sick Leave, Paid Maternity Leave and other attractive family friendly leave

Role:

This is a key position with direct responsibility for planning (with the management team) managing, leading, delivering and developing the youth services at YNR.

These currently include the UBU Youth Project and the Treoin Youth Diversion Project and will include any new initiatives secured by YNR e.g. successfully tendering etc.

The successful candidate will also become engaged in direct youth work delivery. The person will require a high level of motivation, knowledge of the Youth Work sector, a positive disposition and flexible attitude in response to organisational change and development. The person will be committed to providing a safe inclusive environment that provides social and developmental opportunities for young people.

The Youth Services Co-ordinator will have a very close working relationship with the YNR CEO, to insure the delivery of quality work within the community and will work in co-operation with the Family Project Manager. The Youth Work Co-ordinator will have direct working relationships with the youth services staff and volunteers, including their line management. Another vital aspect of this role will be funding applications, generating opportunities for the youth services to develop in order to meet emerging needs in the community and to develop strong networks with professional peers working with young people in the New Ross district and at National Level.

Service & Programme Management

- Responsibility for the Annual Workplan of our Youth Services in line with the 5 National Outcomes (Young Ireland)
- Building and maintaining strong relationships with our funders.
- Promotion of good practice within the day-to-day activities of the work.
- To organise and deliver a vibrant Summer Programme, school holidays activities and Family Quality Time programme with your teams
- Responsibility for the overall planning, implementation and monitoring of programmes which will ensure the continued integration of all programme work.
- To undertake direct youth justice and UBU work within the youth projects.
- Responsibility for review and evaluation of services in conjunction with the YNR CEO.
- Responsible for the development, implementation and reviewing of all internal policies and procedures related to both youth projects, considering the requirements of all relevant stakeholders in YNR.

- Ensuring all reports are prepared which give an accurate account of the work, including external and internal reports.
- To work closely with key stakeholders such as WWETB Youth Officers and An Garda Siochana District Superintendent, Community Garda and Juvenile Liaison Officer on all aspects of both the UBU Youth Project and Garda Youth Diversion Project.
- To work in partnership with other statutory and voluntary agencies to ensure a consolidated, effective and efficient approach to service planning and delivery.
- To encourage and promote active participation in review and evaluation processes.
- To promote volunteerism within the organisation and to become involved in volunteer development including recruitment and training.
- To attend YDP Advisory Group; CYPSC Working Group, Child and Family Support Network meetings or other forums and meetings appropriate to the Youth Project and Youth Diversion Project.

Child Protection

- To ensure the highest standards of child protection practices, policies and procedures i.e. Children First are maintained across YNR
- To undertake the duties of Designated Person for YNR under the Children First National Guidelines for the safeguarding, protection and welfare of children.

Health and Safety

- To ensure adherence to Health and Safety requirements by staff, volunteers and participants and to report concerns and address concerns in a timely manner.

Human Resource Management

- Responsibility for structured staff supervision and line management of designated staff.
- Responsibility for maintaining designated employee HR Records.
- Responsibility for overseeing staff terms and conditions of employment as defined in the Employee Handbook document in conjunction with the YNR CEO.
- To facilitate and actively encourage staff training and development.
- To provide and encourage good staff relations.
- To work with staff in developing the volunteer base and ensure volunteers are supported within the work.
- To facilitate regular staff team meetings including team meetings with volunteers.

Financial & Programme Delivery

- Responsible for delivering agreed outputs and objectives as per Funders' Service Level Agreements within budget and on target.
- To work closely with the YNR Finance Team and the CEO to ensure internal financial controls are adhered to.
- To review all accounts on a regular quarterly basis, to assist staff in setting budgets for individual programmes they're working on and following financial procedures.
 - To submit grant applications to relevant bodies for the Youth Project and the YDP.
 - To seek additional sources of funding/programmes which will enhance youth work provision in Youth New Ross.

Policy Implementation and Development

- To engage with the National Quality Standards Framework (NQS) process and ensure its successful implementation in YNR
- To promote and ensure compliance with existing policies and procedures within the work.
- To input into the development of new policies and updating existing ones as required.

- To be up to date on relevant National Policy Frameworks and developments within Tusla; DCDE WWETB, IYJS and other governmental agencies which will inform working practices and policy development within Youth New Ross such as NQSF, Young Ireland, National Youth Strategy, Children’s Rights Charter and Children First.
- To be aware of and seek out good practice in youth work which will inform policy formation.

Other Responsibilities

- To undertake duties and working hours appropriate to the requirements of the post.
- To be available to respond to crises that may arise in the organisation.
- To undertake telephone support for YNR on a regular weekly basis on a number of evenings/nights and to provide on call cover on scheduled Saturdays.
- To build on and develop links with external agencies wherever possible.

General Responsibilities

- To consistently work in accordance with the aims and ethos of YNR.
- To participate in regular supervision and be proactive in identifying your own job-related development and training needs.
- To, at all times undertake the role in a professional manner maintaining a high- quality professional standard of work.
- To maintain a flexible, approachable working style which will ensure that staff support and supervision is maintained at its present high levels, therefore, ensuing a good working atmosphere.
- The maintenance of an ‘open door policy’ so that staff issues can be addressed in a professional and supportive manner whilst maintaining an informal and accessible approach.

Person Specification – Youth Services Co-Ordinator

Specification	Essential	Desirable
Education, Qualifications, Knowledge and Training	<ul style="list-style-type: none"> • Recognised third level qualification at degree level (HETAC level 8) in a related field i.e youth work, youth & community work social care or other • Knowledge of the Youth Sector in Ireland • Knowledge of the funding structure of UBU and YDP programmes • Knowledge of the work of NYCI, Youth Work Ireland, IYJS • Overall knowledge of the role of the JLO and Community policing 	<ul style="list-style-type: none"> • Qualification in management, human resource management, diversity or equality studies, or other related field • A good working knowledge of the communities of South Co. Wexford • Training in Motivational Interviewing, Restorative Practice, court accompaniment or similar • Knowledge of the probation service • Knowledge of the youth services in Co. Wexford • Knowledge of other funding structures in the youth work sector.
Experience		<ul style="list-style-type: none"> • Previous experience in youth one to one work

	<ul style="list-style-type: none"> • Minimum of three years paid full time experience within the community and voluntary sector. • Minimum of two years' experience at managerial/co-ordinator/senior youth worker level • Minimum of one years' experience working with and supporting volunteers • Direct experience in funding applications and budget management • Direct experience in collecting and collating data for strategic planning, reporting and funding applications • Direct experience in delivering presentations to professional peers or public groups • Track record in working on the ground within the sector • A strong background in youth work • Experience in organising and delivering activity programmes and day trips with young people 	<ul style="list-style-type: none"> • Experience in working at Committee-level with CYPSC sub-groups and or CFSN members • Experience or understanding of Erasmus framework • Experience in providing 1:1 and/or group Supervision to staff • Experience in guiding staff to be reflective in their work and encourage reflective practice
Skills and Aptitudes	<p>Leadership and Organisational</p> <ul style="list-style-type: none"> • Excellent interpersonal skills • Excellent communication skills • Excellent report writing skills • Excellent data collection and analysis skills • Capacity to conduct efficient and effective staff team meetings • Ability to focus on strengths with individual staff and challenge in a supportive and caring manner • A strong ability to relate to people from diverse backgrounds • Ability to successfully manage Change with the staff team. • Ability to prioritise competing demands and obligations • Ability to build strong relationships with external agencies and funders. • Excellent office IT skills including excel and powerpoint. <p>Youth Work</p> <ul style="list-style-type: none"> • Excellent working knowledge and application of Young Ireland • Highly motivated to build Child & Youth Participation 	

	<ul style="list-style-type: none"> • Ability to grow young people’s awareness and strengths in self-advocacy and empowerment • Ability to work in a setting which predominantly targets children and young people, from diverse backgrounds, sometimes chaotic and ever changing. • The ability to adopt a holistic (whole family) approach to young people as needed • Adopt a strengths-based and solutions focused approach • Use creative, innovative approaches to working with young people and their families • Resilience in ‘staying the course’ with young people • Non-judgemental, respectful, open minded and self-reflective 	
Special Requirements	<ul style="list-style-type: none"> • Excellent knowledge of Child Protection Guidelines, Standards and Procedures incl Children 1st 2017. • Commitment to and understanding of working within an organisation based in the community. • Ability to promote and use teamwork as a management tool. • Ability to take responsibility and act with sound judgement. • High motivation and a strong work ethic. • Understanding of stresses faced by staff within such a setting. • Positive disposition and flexible attitude in response to change. • Ability to align to the current working practices within YNR. 	

Additional Information Regarding the Role

It must be understood that while this would be a last resort, 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 YNR will be subject to Garda Vetting.

References: The successful candidate will undergo 2 reference checks before commencing employment with YNR and employment is subject to satisfactory references being received

Annual Leave: The Youth Services Coordinator will be entitled to 20 days annual leave plus public holidays. The needs of the job must be considered when applying to take this leave and Leave is not approved until confirmation of approval is received from the CEO.

Hours of work: The Youth Services Coordinator will be expected to work a minimum of 28 hours per week. This will include some evening work on a weekly basis, and occasional weekend work as required by the project.

Travel: This post will involve some domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate YNR rates.

Base: The employment base for this post will be New Ross Co. Wexford

Pensions: Auto-enrolment came into effect in January 2026. YNR does not operate a pension contribution programme. However, YNR can facilitate employee pension contributions through your PRSA provider if you choose to opt out of the National Auto-enrolment programme and opt for a PRSA.

Shortlisting and Panel: YNR reserves the right to shortlist successful applications for interview. **Following the interview process a panel of candidates may be formed and exist for a period of 1 year should this position fall vacant again or other similar/subsequent posts arise. After 1 year, all records of your application will be destroyed. Should you not wish to be part of a panel, please inform your YNR contact and we will destroy any records we have in relation to your application.**