



Youth New Ross CLG. The Bullawn, New Ross, Co. Wexford, Y34 YH 26 ph: 051 425 415 [www.ynr.ie](http://www.ynr.ie)

### **Job Description**

**Post:** Youth Worker (UBU Project core-funded by WWETB)  
**Reporting to:** Youth Project Coordinator or designated Manager  
**Employed by:** Board of Trustees of YNR CLG.

### **Main Duties & Responsibilities**

#### **Direct Youth Work**

- To co-deliver the Youth Project programme including working with sessional workers & volunteers.
- To carry out direct youth work with children, young people and families based on their individual need within YNR parameters.
- To provide direct youth work sessions, group work, detached youth work, one to one work etc., during the daytime, the evenings on a structured basis and on occasional Saturdays as directed by the Youth Project Coordinator.
- To work collaboratively with the Youth Diversion Project and any additional project which may be established.
- To link in with parents on a structured basis and develop opportunities for them to become more aware of the work of the project.
- To take on an advocacy role for young people / adults as appropriate
- To undertake direct work in conjunction with the Youth Diversion Workers
- To take part in ongoing training opportunities both internally and externally

#### **Volunteers**

- To work closely with the line manager in identifying and recruiting volunteers.
- To be responsible for supporting volunteers (as co-workers) involved in the work.

#### **Planning, Evaluation & Interagency**

- To make a positive contribute to the overall development of YNR
- To represent the work of the youth project at meetings and become engaged in identified pieces of work with external organisations and designated by the line manager.
- To identify gaps in provision and to work with YNR in finding responses to these
- To monitor, evaluate and report progress of the project to the line manager.



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- To ensure programmes are planned and delivered to the highest standards of good practice.
- To continue close working relationships with a range of agencies both statutory and voluntary.
- To maintain regular contact with referral agencies and put in place a system for regular feedback and review with referral contacts.

### **Administrative & Financial**

- To keep attendance records and session notes for all groups that you facilitate.
- To keep MindaClient up to date and accurate as per the recording requirements of the project.
- To assist when requested in the preparation of grant applications and reports as required including end of year reports, half yearly reports and one-year plans
- To participate in budget planning, operate petty cash system and work within approved budgets in line with YNR financial procedures.
- Ensure all information relating to participants and financial and administrative files are maintained and accessible as appropriate.

### **Policy**

- To always use a Youth Participation approach.
- To become knowledgeable on the UBU Project Operational Guidelines
- To familiarise yourself with the Young Ireland document and the 5 National Outcomes from Better Outcomes Brighter Future National Framework.
- To keep up to date on NYCI activity and be aware of Youth Work practices by engaging in peer networks or organisational training opportunities
- To contribute to the formation of policies within the organisation.
- To adhere to the YNR Child Protection and Safeguarding policy and procedures
- To ensure you work in direct compliance with Children's First Act and the Child Protection and Safeguarding framework.
- To always work in a safe manner, conduct risk assessments when necessary and to abide by the YNR Health & Safety guidelines and all other guidelines in place within YNR
- To ensure volunteers and or any outside workers (ie: Cumas) are aware of our H&S and child safeguarding statement and protocols and work within these guidelines. To bring any areas of concern to the attention of Management without delay.
- To undertake any other duties as may be requested by your manager or senior YNR staff from time to time



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