|  |
| --- |
| **Job Description****Resource Worker – LOETB Youth Services** |
| **Post Type:** | Resource Worker- LOETB Youth Services |
| **Responsible to:** | Chief Executive/Director of Schools/Youth Development Officer |
| **Hours of work:** | The Resource Worker will work 21 hours per week (based on 60% of Whole-Time Equivalent 35 hours per week post) in a flexible manner that may include evenings and other times, in accordance with service requirements. |
| **Location:**  | LOETB Administrative Offices, Mountrath Road, Portlaoise, Co. Laois. However, LOETB reserves the right to assign a staff member to any location as the service exigencies require. |
| **Salary Scale:** | Pre 2011 €38,991 - €65,500Post 2011 €36,034 - €65,500 |
| **Date of issue:**  | 05th December, 2024  |
| **Job Summary/****Purpose:** | To support, provision, coordination, administration and assessment of youth work services, under the direction of LOETB Youth Services / Youth Development Officer, resources allocated to LOETB by Department of Children, Equality, Disability, Integration and Youth (DCEDIY), the Department of Education (DoE) and the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media (DTCAGSM) and other Government Departments and Bodies, to ensure resources are utilised in a compliant, efficient and effective manner that maximises both existing youth services and future opportunities for young people. |
| **Context:** | Under the Education and Training Board Act 2013, LOETB has legislative responsibility to support the provision, coordination, administration and assessment of youth work services. Under the Youth Work Act, 2001, youth work is defined as a planned programme of education designed for the purpose of aiding and enhancing the personal and social development of young persons through their voluntary participation, and which is— (*a*) complementary to their formal, academic or vocational education and training; and (*b*) provided primarily by voluntary youth work organisations.  |

|  |
| --- |
| **Duties:** |
| * The successful applicant will have responsibility, under general direction, for coordinating the efficient day to day work, and supervision of a function within LOETB Youth Services ensuring that targets and service levels are achieved and that work undertaken or information being given is accurate and in compliance with Legislation, Circular Letters, best practice guidelines and Internal Procedures.
* To provide administrative support in relation to various grant schemes and programmes, (UBU Your Place Your Space, Local Youth Club Grant Scheme, Targeted Youth Employability Support Initiative, Capital and Equipment Grant Schemes, Minor Grant, Integration Fund, Youth Service Grant Scheme and Local Creative Youth Partnership among others).
* To provide administration support in relation oversight and monitoring of youth service quality standards (National Quality Standards Framework and National Quality Standards for Volunteer-led Youth Groups) and supports the commitment to Good Governance, a culture of Total Quality Management, Lean Services and Continuous Improvement.
* To provide secretariat support to Youth Development Officer, LOETB Youth Work Committee, Laois Offaly LCYP Steering Committee, and any internal youth work governance structures.
* Responsibility for the preparation, completion and timely submission of returns and required reports to DCEDIY and other relevant Government Departments.
* Develop and maintain up-to-date recording systems in respect of LOETB funded youth services and groups.
* To provide support with ongoing research initiatives and needs analysis.
* Stay up to date on the latest social media trends and assist in the development and maintenance / updating of relevant websites and social media platforms.
* Maintain awareness of on-going developments in the youth, community and education sectors at local and national level.
* Participate in appropriate staff development and training as agreed with the Youth Development Officer.
* Maintain an efficient and effective filing system to ensure any and all data, records or information required by all interested parties including Internal and External Audit is readily available.
* Responsibility for the control of relevant data, ensuring the submission of timely and accurate data for relevant payment within set deadlines.
* To assist in the development of improved working practices in order to achieve improved service delivery.
* To contribute to the development and implementation of appropriate Management Information Systems.
* To participate in all fora/groups in which they are a member or are assigned.
* Promote teamwork within the Department while maintaining a strong focus on self-development, seeking feedback, coaching and creating opportunities for self-development.
* To communicate efficiently and build productive working relationships with relevant internal and external stakeholders.
* To represent LOETB Youth Services at meetings as required
* To comply with LOETB Policies and Procedures and undertake such other related duties as may be assigned from time to time.

This list is not an exhaustive list and you may be required to take on other tasks and duties for the proper and effective performance of your role.   |
| **Personal specification – Qualifications, Knowledge, Experience & Skills** | **Essential** | **Desirable** |
| **Personal Circumstances*** Available to work weekdays
* Available to work some evenings and occasional weekends

**Work Experience*** Experience in working with young people in a dynamic/engaging way using a variety of methodologies would be an advantage.
* Experience of working with Volunteers would be useful
* Experience in preparing reports/returns for submission.
* Significant relevant work experience and achievement
* Keen understanding and awareness of social exclusion.
* Experience managing and administering learning projects.
* Good computer skills
* Experience working with community groups
* Have the requisite knowledge, skills and competencies to carry out the role.

**Knowledge/Qualifications*** Minimum QQI level 7.
* An excellent knowledge and skill in the use of ICT
* Knowledge of Youth Work or the Community Sector in Ireland would be an advantage.

**Characteristics/Attributes*** Upholds high standards of honesty, ethics and integrity.
* Awareness of need for confidentiality and equity.
* Ability to generate strong team morale, co-operation and participation.
* Very good judgement, problem solving and analytical skills.
* Very good organisational skills and an ability to manage deadlines.
* Be capable and confident of fulfilling the role to a high standard.
* Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.
* Ability to process work with a a high level of attention to detail.
 |    ü  ü ü ü ü ü ü  ü ü ü ü ü |              ü ü ü ü ü  ü |
|  |  |  |