

## **YMCA Dublin Youth Work: Coordinator**

YMCA Dublin has been working with young people in Dublin City for over 170 years. We run programmes in youth work, education, family support, community childcare and community employment.

YMCA Dublin have an opening for the position of Youth Work Coordinator and would like to invite suitable interested candidates to apply. The post has responsibility for the general management of the youth project to include staff and programme delivery. They will support and coordinate the successful implementation of the targeted, needs led, youth focused, and outcomes driven requisites of the UBU Your Space Your Place Youth Work.

The role will report to the Youth Services Manager and you will work alongside the Youth Spaces team in developing, establishing and maintaining excellent relationships with external partners to ensure the effective development and delivery of funded and future funded projects.

### **Key Responsibilities:**

#### **Programme Management**

- To ensure that the programme as delivered reflects the values and ethos of YMCA Youth Work, as detailed in the Mission Statement and Youth Work Policies/Procedures.
- Lead the YMCA Youth Work Team and report to senior management as required. (This includes preparing rotas, annual leave, keeping track of sick leave etc...)
- Plan, deliver, and evaluate direct face-to-face youth work with young people through consultation and participation, aged between 10-25 years.
- Actively promote and support project planning across the team.
- Ensure a high level of service excellence in relation to the planning and delivery of the youth project.
- The coordinator will be expected to have a hands-on approach and carry out direct face to face youth work at least 70% of working hours. Hours of work must be flexible and you will be required to work evenings and weekends.
- Work alongside the youth spaces management team conducting weekly support meetings for at risk families and ensuring correct supports are in place.
- Ensuring the completion, processing, monitoring and return of relevant documentation to Youth Services Manager and funding agencies as required.
- Implementing, and monitoring health and safety procedures for all aspects of the youth project's work.
- Responding to new practice and policy changes, communicating, and bringing staff on board with changes.
- Effective representation of Dublin YMCA programme to professional partners, community organisations and in dissemination of programme outcomes.
- To make a contribution to the ongoing development and evolution of the programme and participate in Conferences and trainings as required.
- Any other duties related to the delivery of YMCA Youth Work.
- To abide by YMCA Policies and Procedures.

#### **People Management**

- Management and oversight of all areas of work delivered across the youth project.
- Providing individual support and supervision to the youth staff team.

- Identify and facilitate opportunities for team and practice development.
- Develop a culture of continuous improvement and reflective practice.
- Dealing with issues of work-related performance in the staff team.
- Facilitating probationary and annual appraisal reviews.
- Dealing with issues of work-related conflict, grievances, and disciplinary procedures.
- Identifying the development needs of staff team individually and collectively
- Convening regular and ongoing team meetings for information sharing, planning, review, practice development and evaluation. Co-ordinating the recruitment, training, and work of sessional and voluntary youth workers.

### **Core Competencies Required:**

- Values the core principles of Youth Work, actively promoting them within all aspects of their work.
- Views work with young people, families, and communities with a Trauma Informed lens, promoting a strength based, needs led approach.
- Ability to establish and maintain trusting and outcomes focused relationships with young people and families throughout the course of their work.
- Ability to manage, coordinate, and monitor multiple projects at one time, ensuring achievement of identified targets whilst adhering to budgetary parameters.
- Ability to build and maintain effective working relationships with staff team, young people, and external stakeholders.
- Demonstrates a flexible and adaptable approach to their work in a fast paced demanding environment.
- Ability to respond to emerging needs and new areas of work within the Project by utilizing all resources and skill sets available.
- Creates a climate in which people want to do their best; can assess each person's strengths and use them to get the best out of him/her; promotes confidence and optimistic attitude; influences others to follow a common goal.
- Demonstrates the ability to address and manage conflict within staff teams as it arises with a focus on achieving a resolve.
- Has an awareness of and maintains professional boundaries, evoking a culture where these boundaries are promoted and adhered to.
- Is confident and approachable while processing the ability to be assertive as required.

### **Essential Qualification, Skills and Experience**

A recognised professionally endorsed qualification in Youth Work or Youth and Community Work is essential plus three years full time experience of working with young people at risk in a youth work setting in a paid capacity

**Or** Have worked with young people 'at risk' for five (5) years' full time in a paid capacity and have an equivalent professional Degree level qualification within the Education/Social Sciences or Community Work field.

YMCA Dublin is an equal opportunities employer and considers qualified applications without regard to gender, sexual orientation, gender identity, age, social experience, race and ethnicity, disability, civil and family status, religious belief and membership of the Traveller Community.

**Benefits:**

Salary Range: €36,000 - €38,000

Annual Leave: 24 days including Good Friday and Christmas Eve

Hours: 37.5 per week excluding breaks

Free YMCA Gym Membership

25% Discount on YMCA Childcare

Applications are invited by the way of a cover letter and CV and sent to [elaine.barry@ymca-ireland.net](mailto:elaine.barry@ymca-ireland.net)

Closing date for applications is: 4th September 2022

First round Interviews will be held on the week of 12th September 2022