



An Roinn Leanaí agus Gnóthaí Óige  
Department of Children and Youth Affairs



etb  
Bord Oideachais agus Oiliúnaí Thioibraid Árann  
Tipperary Education and Training Board

## Roscrea Youth Service

### Team Lead

### Job Specification and Terms and Conditions

<b>Job Title</b>	Roscrea Youth Service Team Lead
<b>Location of Post</b>	Roscrea, Co. Tipperary
<b>Details of Service</b>	<p>North Tipperary Development Company is a local development company responsible for the delivery of a range of rural enterprise, social inclusion, youth, family support and community development initiatives in the Tipperary North County area.</p> <p>The purpose of NTDC is “to act as a voluntary, non-profit making, private limited company with a mission to promote social inclusion, to promote economic development, increase employment and enterprise opportunities and promote wider participation in voluntary activity for the people of the area”.</p> <p>The Roscrea Youth Service is comprised of:</p> <ul style="list-style-type: none"> <li>• Roscrea Youth Project (UBU) - works with young people aged 10 – 24 who are marginalised, disadvantaged or vulnerable. The Roscrea Youth Project is a UBU your place your space project, which is a new youth scheme funded by the DCYA and administered by Tipperary ETB.</li> <li>• RAY Garda Youth Diversion Project (IYJS) - The RAY Project provides both an early intervention project and a restorative justice project working with young people aged 8-11 years and 12-18 years.</li> </ul>
<b>Closing Date</b>	9 <sup>th</sup> October 2020 at 4pm
<b>Organisational Area</b>	North Tipperary Local Authority Area Roscrea Youth Service Area – Roscrea
<b>Reporting to</b>	Manager
<b>Purpose of the Post</b>	The purpose of this post is to deliver group work programmes with young people and to fulfil the following project lead functions for NTDC Roscrea Youth Service for Roscrea. The post holder will ensure the effective and efficient operation of the daily service. The post holder will coordinate the staff team from UBU and GYDP projects, oversee budgets and ensuring effective and efficient delivery of NTDC Roscrea Youth Service workload.



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**Specific Areas of Responsibility**

**Youth Work delivery**

- To develop services and groups available within Roscrea Youth Service.
- To develop and deliver a workplan focusing on strategies to address needs identified in the service requirements.
- Target and engage with young people aged between 10 and 24 years of age, particularly those who are marginalised, disadvantaged or vulnerable.
- To develop programmes for intervention and discussion, particularly group activities and group work programmes. Targeted interventions on an individual basis and support to young people with regard to particular needs will be a key aspect of the role.
- To work as a member of the youth team to include team meetings, planning and evaluating work and supporting colleagues

**Operational duties**

- The Roscrea Youth Service Team Lead has responsibility for leading the activities of the service (Roscrea Youth Project & RAY) to ensure high quality support and service provision in accordance with the organisation's policies and procedures and current best practice.
- To ensure the young people's needs are met through high standards of case working including risk assessment, care/support planning, safety planning and group work.
- To develop education and awareness programmes as required.
- To ensure young people's participation and involvement in the running of the service and their active engagement with the wider community.
- To respond to informal and formal complaints as appropriate.

**Staffing**

- To be responsible for the quality of service provided by UBU and IYJS staff and ensuring that demonstrable evidence of high-quality services is continually collected and collated.
- To ensure that formal and informal support, guidance and casework management is given to UBU and IYJS staff, including monitoring of workloads and ensuring accountability for quality of work.
- To ensure that the team operates in accordance with the Youth Service's policies and procedures and the team maintains confidentiality of information relating to clients of the service.
- To organise and oversee regular team meetings, and monthly supervision of team.
- To contribute to daily employee record keeping, and other administrative duties.

**Quality, Performance and Partnerships Management**

- To liaise with and report to the Manager related to the day to day operations of the project, to include project work plans, project reports, project budgets etc.



	<ul style="list-style-type: none"> <li>• To work with the Manager and Team in developing quality systems to deliver service standards and improve on service performance.</li> <li>• To actively engage with appropriate local, regional and national working groups and fora as appropriate</li> <li>• To positively promote the service and positively represent the interests of all young people.</li> <li>• To work in collaboration with other teams within NTDC and other key agencies.</li> <li>• To liaise with other agencies to address the issues that are pertinent to young people within the Service and Community.</li> </ul> <p><b>Information and financial management</b></p> <ul style="list-style-type: none"> <li>• To work with Management to ensure that the service operates within budget and in compliance with NTDC procedures.</li> <li>• Implement and monitor the NTDC Roscrea Youth Service administration systems to ensure effective operation</li> <li>• Develop information resources and ensure high standards of confidentiality.</li> <li>• Produce written reports for internal and external use as required.</li> <li>• Collaborate with management and complete funding applications.</li> </ul> <p><b>General duties</b></p> <ul style="list-style-type: none"> <li>• Acting in accordance with NTDC policies and procedures, including but not restricted to, implementation of the following policies:             <ul style="list-style-type: none"> <li>○ The Child Protection &amp; Welfare</li> <li>○ Data Protection</li> <li>○ Volunteer</li> <li>○ COVID-19</li> <li>○ Health &amp; Safety</li> </ul> </li> <li>• Contribute to the review of policies and procedures as and when required</li> <li>• Working in a manner which positively promotes the aims and objectives of the organisation.</li> <li>• Attending and participate in training when required.</li> <li>• Attendance at staff and other meetings as necessary.</li> <li>• Undertaking any duties consistent with the post as may be reasonably requested by the Manager, CEO or the Board .</li> <li>• Developing and ensuring user participation within and external to the Youth Service</li> </ul>
<p><b>Essential Qualifications</b></p>	<p>Recognized third level degree in Youth Work or Community Development or related social sciences</p>
<p><b>Experience</b></p>	<p>Minimum of two years paid employment in youth sector with coordination and/or project lead experience.</p>



<p><b>Core Competencies</b></p>	<p>The successful candidate will demonstrate competency in the following areas:</p> <ul style="list-style-type: none"> <li>• Relevant experience working with groups and one to one setting with young people from diverse backgrounds in the design, delivery and evaluation of youth work programmes.</li> <li>• Excellent presentation/communication skills – verbal and written to different audiences.</li> <li>• Ability to engage in self-reflective practice as part of the RYS continued progression through the National Quality Standards Framework for youth work.</li> <li>• Demonstrated ability to support the team in Roscrea Youth Service and be responsible for overseeing day to day operations of the daily activities.</li> <li>• Capacity to prepare funding proposals, service activity reports and other reporting templates for submission to funders.</li> <li>• Ability to develop and maintain professional networking relationships with other stakeholders.</li> <li>• Organisational &amp; administrative skills: creating an effective working environment; keeping accurate records and reports; confident use of IT resources to support workload; prioritise and manage caseloads efficiently; self-starter with ability to work on own initiative.</li> </ul>
<p><b>Hours of Work</b></p>	<p>35 hours per week. Ability to work evenings and weekends essential.</p>
<p><b>Supervision</b></p>	<p>Monthly with Line Manager</p>

**Terms and Conditions of Employment`**

<p><b>Remuneration</b></p>	<p>The successful applicant will be offered a salary commensurate with qualifications and experience on the NTDC Project Worker Salary Scale.</p>
<p><b>Garda Clearance</b></p>	<p>The successful applicant must secure Garda Vetting through NTDC Procedures</p>
<p><b>Tenure</b></p>	<p>This is a fulltime fixed term 12 month contract, initially and annually thereafter subject to funding.</p>
<p><b>Probation</b></p>	<p>The following probationary provisions shall apply:</p> <ol style="list-style-type: none"> <li>a) There shall be a period after such appointments takes effect during which such persons shall hold the post on probation.</li> <li>b) Such period shall be six months, but the CEO may at their discretion extend such period.</li> <li>c) Such persons shall cease to hold the post at the end of the period of probation unless during such period the CEO has certified that the service of such persons is satisfactory.</li> </ol>
<p><b>Health</b></p>	<p>A candidate for and any person holding office must be fully competent and capable of undertaking the duties attached to the office and be in a state of</p>





	health such as would indicate a reasonable prospect of their ability to render regular and efficient service.
<b>Character</b>	Each candidate applying for and any person holding the office must be of good character.
<b>Travel</b>	The successful candidate must be prepared to travel in the course of his/her work, have a full clean driving license and use of a car. Agreed work related travel will be reimbursed at public service rates.

