



**BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ**  
**KERRY EDUCATION AND TRAINING BOARD**

### **YOUTH DEVELOPMENT OFFICER**

Applications are invited from suitably qualified persons for the position of Youth Development Officer. Applicants should have a relevant recognised degree from a recognised Third Level Institution, or a relevant professionally endorsed qualification. Relevant experience or equivalent in youth work is also required.

The post holder will take a lead role in the development and co-ordination of youth work within County Kerry as provided for in the Youth Work Act 2001.

#### **Hours of work**

The Youth Development Officer will work a 37 hour week. Due to the nature of the duties, a requirement to work unsocial hours, outside of normal business hours, is a feature of the post.

#### **Salary**

€60,964 - €74,102

**Headquarters:** Kerry Education and Training Board, Centrepont, John Joe Sheehy Road, Tralee

**Reporting to:** CEO or Designated person



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**Job Description**

**Youth Development Officer**

**Nature of Post**

Full time, 37 hours per week

**Salary**

€60,964 - €74,102

**Location**

Appointment is to the Scheme – Kerry ETB reserves the right to assign a staff member to any other location, as the service exigencies require. Your centre of first assignment will be Kerry Education and Training Board Head Office, Centrepoint, John Joe Sheehy Road, Tralee, Co. Kerry.

**Reporting/Accountability Relationship**

The Youth Development Officer will report to the Chief Executive or designated person i.e. Director with responsibility for the area.

**Post Summary/Purpose:**

The post holder will take the lead role in the development and co-ordination of youth work within County Kerry as provided for in the Youth Work Act 2001.

**Youth Officer duties:**

1. Liaise with relevant organisations and draft a youth work development plan in line with Kerry ETB's Strategy Statement.
2. Monitor and evaluate programme effectiveness.
3. Maintain financial well-being and governance – work with the Executive and senior management team and Finance Officer on budget preparation, monitoring and reporting.
4. Administer youth service grants, prepare and administer budget for Department, present budget to Executive and Finance Officer.
5. Prepare such analyses and reports as may be necessary or required from time to time by the ETB, Department of Education & Skills and Department of Children and Youth Affairs.
6. Work with Finance Officer, Head of IT, HR Manager, Corporate Support Services and other colleagues, as required, on relevant functional areas.

7. Co-ordinate plans, proposals and activities with approved national youth work organisations, designated local voluntary youth work organisations and authorised organisations within the ETB area.
8. Ensure co-ordination of youth work programmes and services in the area with education and other programmes for young persons including the requirements of the Targeted Youth Funding Service (TYFS).
9. Administer expenditure to national and local youth work organisations at local level
10. Assess and process the applications for designation from local voluntary youth work organisations
11. Monitor and assess the youth work programmes for which money has been provided and in particular evaluate all expenditure incurred in the provision of services.
12. To monitor Youth grant funding and ensure compliance with public financial management principles, procedures and reporting requirements and governance principles, procedures and reporting requirements.
13. Manage the appointment of the Youth Work Committee, the election process of the Voluntary Youth Council and the organisation of their respective meetings.
14. Undertake any other duties appropriate to the post as determined by the Chief Executive Officer or designated person i.e. Director with responsibility for the area, from time to time.

**Essential Criteria:**

- A relevant recognised degree from a recognised Third Level Institution, or a relevant professionally endorsed qualification.
- Relevant experience or equivalent in youth work is also required.

**Desirable Criteria:**

- Experience or knowledge of practices and programmes in relation to youth services/community and voluntary sector.

**Competencies Required**

***Leadership***

- Actively contributes to the development of the strategies and policies of Youth Services.
- Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
- Leads and maximises the contribution of the team as a whole.

- Considers the effectiveness of outcomes in terms wider than own immediate area.
- Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks
- Develops capability of others through feedback, coaching & creating opportunities for skills development
- Identifies and takes opportunities to exploit new and innovative service delivery channels.

### ***Analysis & Decision Making***

- Researches issues thoroughly, consulting appropriately to gather all information needed on an issue
- Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
- Integrates diverse strands of information, identifying inter-relationships and linkages
- Makes clear, timely and well-grounded decisions on important issues.
- Considers the wider implications of decisions on a range of stakeholders.
- Takes a firm position on issues s/he considers important.

### ***Management and Delivery of Results***

- Takes responsibility for challenging tasks and delivers on time and to a high standard.
- Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
- Ensures quality and efficient customer service is central to the work of the division
- Looks critically at issues to see how things can be done better
- Is open to new ideas initiatives and creative solutions to problems
- Ensures controls and performance measures are in place to deliver efficient and high value services
- Effectively manages multiple projects

### ***Interpersonal & Communication Skills***

- Presents information in a confident, logical and convincing manner, verbally and in writing.

- Encourages open and constructive discussions around work issues.
- Promotes teamwork within the section, but also works effectively on projects across the Organisation/Sectors
- Instils a strong focus on Customer Service.
- Develops and maintains a network of contacts to facilitate problem solving or information sharing.
- Engages effectively with a range of stakeholders, including members of the public and ETB colleagues

***Specialist Knowledge, Expertise and Self Development***

- Has a clear understanding of the role objectives and targets of self and the team and how they fit into the work of the ETB.
- Is considered an expert by stakeholders in Youth Services area.
- Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role

***Drive and Commitment to Public Service Values***

- Is self-motivated and shows a desire to continuously perform at a high level
- Is personally honest and trustworthy and can be relied upon
- Through leading by example, fosters the highest standards of ethics and integrity

## **Relevant qualifications in youth work**

### **National University of Ireland, Maynooth**

- Diploma in Community and Youth Work ( 2 year full time, three year part-time undergraduate and one year full time post graduate courses)
- B.A. in Applied Social Studies (Youth Work)
- M.A. in Applied Social Studies (Youth Work)

### **National University of Ireland, Cork**

- B. Soc.Sc. (Youth and Community Work)
- M.A. in Youth and Community Work

### **University of Ulster- Jordanstown**

- Post graduate Diploma in Youth and Community Work
- M.Sc. in Youth and Community Work

### **Dundalk Institute of Technology**

- Degree in Youth Work

### **Other similar courses in universities in England, Scotland and Wales**

- These can be checked with the Irish Vocational Education Association.