

**City of Dublin Education and Training Board: Youth Officers**  
**(Specific Purpose Contracts)**  
**(<https://www.activelink.ie/node/109565>)**



**City of Dublin ETB wish to recruit:**

**Youth Officer**  
**(Specific Purpose Contracts)**

**Ref: YOSP242**

City of Dublin ETB wish to appoint Youth Officers (Specific Purpose Contracts) to join our dynamic organisation supporting the development of youth work throughout the City of Dublin.

**Job Focus:**

The primary focus of the post will be to provide support, facilitate development and oversee/monitor funded organisations and volunteer led youth clubs/ groups across the city of Dublin. As a member of the Area Team the Youth Officer will report to the relevant Development Officer.

**Overview of Key Areas of Work:**

Supporting Youth Work Provision & Development, Coordinating Youth Work, Administration of Youth Work, Assessing Youth Work

**Essential Requirements:**

- A recognised third level qualification in one of the following areas: Youth and Community Work, Social Work, Education or other relevant discipline.
- At least 5 years' experience working in the youth work sector.

**Desirable Requirements:**

- Experience / knowledge of practices and programmes in relation to youth work services / community and voluntary sector, including the National Quality Standards Framework/s.
- Experience of developing and implementing strategy, programmes, and initiatives.
- Knowledge of DCEDIY Youth Work Schemes and strategies.
- Experience of project management in the youth work sector.
- Excellent planning, organisation, communication and teamwork skills.
- Excellent analytical, negotiation and decision-making skills.
- Proven track record of working in partnership and building positive relationships with internal and external stakeholders.
- Excellent report writing skills and high level of computer literacy.

- Experience of financial and budget management and oversight.

**Salary Scale:** €49, 877- €74, 979. Successful candidates will be paid at point 01 of the scale.

## Application Process:

Please visit [www.cityofdublinetb.ie](http://www.cityofdublinetb.ie) (<http://www.cityofdublinetb.ie>) careers section to download/view the Information Guide (PDF) & use the link to apply on line. The latest date for receipt of completed online application is: **12 noon on Monday 19th August. It is important to note that applicants must create a profile in order to apply for positions via our online system.**

*Late applications will not be accepted. Shortlisting of candidates may take place. Canvassing will disqualify. City of Dublin ETB is an equal opportunities employer.*

## City of Dublin Youth Services:

The City of Dublin Youth Services is the youth work section of the City of Dublin ETB. City of Dublin Youth Services supports locally managed youth work projects/services and volunteer led clubs/groups throughout the city. The community-based providers and volunteers we support deliver a diverse range of youth work programmes and initiatives in response to the needs of young people.

We strive to support local youth work providers to ensure that young people reach their fullest potential and that the resources provided have a positive impact on communities and the lives of young people engaged.

### Region

Dublin City

### Date Entered/Updated

15th Jul, 2024

### Expiry Date

19th Aug, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/children-youth/109565-city-of-dublin-education-and-training-board-youth-officers-specific-purpose-contracts>