****

# **Targeted Youth Employment Project- Development Worker**

# **Job Description**

|  |  |
| --- | --- |
| **Employer:** | Southill Area Centre CLG (Southill Hub) |
| **Address:** | O’Malley Park, Southill |
| **Job Title:** | Targeted Youth Employability Worker |
| **Overall Purpose****of Job:** | Southill Hub has an extensive range of activity based and targeted programmes for children and young people aged 7-25. We are currently recruiting for a Youth Employability Worker to work within the Youth Work Team to develop and deliver a Targeted Youth Employment Programme. Funded by the Department of Children and Youth Affairs and supported by Limerick and Clare Education and Training Board (LCETB), under the Targeted Youth Employability Support Initiative. (TYESI) This role is funded for a period of 2.5 years The specific aim of this initiative is to target hard to reach young people between the ages of 16 and 24 who are not engaged in employment, education, or training; aiming to increase young people’s employability by enhancing their personal and social competencies and increasing their preparedness for progression towards employment |
| **Reporting to:** | Youth Work Team Lead |
| **Key Areas of Work:** | **Programme Delivery and Development:*** Intensive support to young people in order to provide maximum outcomes for the young people
* Connect young people with available supports as appropriate and support them to avail of services
* Support young people to develop “soft skills” in relation to applying for work and being in the workplace
* Build relationships and ongoing referral pathways with local employment support services
* Work with young people in the planning and initial stages, in order to ensure a youth led approach
* Guiding, supporting, mentoring and coaching young people throughout the programme
* Deliver Outreach to identify young people and engage them in the project.

**Administration:*** Maintain records and files on all projects and update internal Client Management System
* Maintain accurate financial records & work with the team to access and drawdown funding
* Report on the project as required by funders
* Support young people in the development of CVs, applications etc.

**Genera**l:* Work from a Youth Work/Strengths Based Approach ethos
* Support the vision, mission and aims of the organisation, including promoting and supporting health and wellbeing, operating to highest professional standards etc.
* Operate within the Centre’s principles of trust, confidentiality and community focused ethos
* Work as part of a dynamic team, engaging in team meetings and appropriate supervision, review and planning sessions
* Working with colleagues in other areas of the organisation to deliver on community needs including family support & youth work.
* Undertake additional duties as may be required from time to time
 |
| **Person Specification** | **Professional Knowledge and Skills:*** National recognised Qualification in Youth Work or relevant discipline
* Proficient at planning, implementing and evaluating programmes
* Proficient IT skills, report writing, data collection
* A strong understanding of the principles of community development and youth work
* Ability to communicate effectively and appropriately to young people across the target group age range
* Experience in delivering youth work/employment programmes
* Self-starter with the ability to work on own initiative
* 2 years’ experience in a professional capacity
 |
| **Hours of Work** | 35 hours per week over 5 days, predominantly evenings and occasional weekends, in accordance with service needs |
| **Salary** | €38, 000 per annum  |
| **How to Apply** | Application is through application form only, please return to jobs@southillhub.org **Closing date for applications is at 5pm on the 27th of March** **Please Note Interviews will be held on the morning of the 2nd April**  |