



Job Description of: Moyross Youth Diversion Project Co-Ordinator

Main Purpose of Job: To co-ordinate, lead the development of, implement and regularly evaluate a programme responsive to the needs of young people attached to the Garda Juvenile Liaison Programme and youth at risk in the Moyross Community and surrounding catchment areas.

To facilitate and implement a plan of work for the Moyross Youth Diversion Project and to continue to identify and resource the needs of its members according to the Youth Diversion Project Operational Requirements set out by the Department of Justice.

To create and maintain a working environment in which the Project can thrive. Ensure that premises, equipment and staff support all contribute to the highest possible standard of service provision and to implement the accounting standards and procedures of the Company as they apply to this Project.

The YDP Co-Ordinator reports to: The Community Based Organisation – Moyross Development Company CLG., the MYDP Project Committee & Referral Committee.

Key Areas of Work & Specific Tasks

1. Facilitate the daily organising of the Moyross Youth Diversion Project including making sure that the resources required are always available and that members follow the MDC GYDP goal of making progress towards their targets.
2. Developing with the Project Committee and the Board of MDC an appropriate Yearly Plan for the Project which is to be submitted to the Department of Justice.
3. Attend day, evening and weekend programmes as set out by project timetable.
4. Identify activities, training and intervention suitable to the needs of participants.
5. Supporting individual participants in a confidential and professional manner and ensuring that each participant has an individual action plan with identifiable progression milestones.
6. Administration – including maintaining records and statistics, handling queries and providing, the board of directors with relevant information on performance through work reports etc.
7. Undertaking risk assessments and other referral protocols and also operating effective and agreed evaluation tools to monitor effectiveness of interventions.
8. Engage parents or appropriate family members in the progression plans of participants where possible.
9. Liaise with local education & training programmes, companies and employment providers – for participant placements when necessary.
10. Develop and maintain a directory and other relevant data sources, which will help to secure education, training and employment opportunities.
11. Provide monthly and quarterly reports to the board of directors, keeping records to assist in writing annual reports etc.
12. Assist in supporting volunteer staff and contracted tutors etc..
13. Any other duties as set out by board of directors.
14. Facilitate the reporting requirements with regard to Youth Diversion Projects as laid down by Department of Justice.
15. Ensure that the atmosphere, activities and operations of the project are consistent with Child Protection and Welfare Policy.



Job Responsibilities

Development of Annual Plan

The Co-ordinator and staff are responsible for drafting of the Annual plan in consultation with the Gardai and overseen and supervised by the Community Based Organisation, in conjunction with the project committee.

It is then the responsibility of the Justice Workers to carry out the functions as set out by the Community Based Organisation to ensure the delivery of this plan & to

- Keep the project committee and MDC Board informed on progress as required
- Attend referral committee meetings
- Ensure that the data and all personal records are stored as set out by the data protection act & are GDPR compliant.
- Ensure that all equipment is maintained, handled, used and stored in an appropriate manner.
- Ensure that the atmosphere, activities and operations of the project are consistent with Child Protection and Welfare Policy for the Project.

Finance and Budgeting

- Prepare Annual and seasonal budgets for approval and monitor programme spending in co-operation with MDC structures and procedures.
- To account for all spending of the project and to ensure the Financial Procedures and Policies relevant to the Staff of the MYDP are implemented.
- To prepare and assist MDC in making returns to funders as required.
- To co-operate with MDC Finance and Audit Committee in exercising oversight functions.
- To assist in the annual audit or other external process relating to the finances of the project.

Programme Development

The position holder will undertake the following:

- That risk assessment, needs analysis and Individual Action Plans are in place for each participant.
- Timetabling, staffing and implementing individual and group programmes.
- Evaluation and review of interventions on an on-going basis.
- Leading team meetings and maintaining records of same
- Responsibility for course content inclusive of external and internal placements.
- Ensuring appropriate ratios are maintained in-group activities.

Programme Input

To participate in group meetings, programme input and act as a mentor to the participants.

To ensure necessary planning is undertaken to ensure activities are safe and consistent with child welfare policy.

To complete necessary paperwork as set out by MDC.

Premises and Resources

Responsible for implementing Health and Safety Code as it applies to this project

Identifying maintenance issues related to the premises and arranging for repair in conjunction with MDC Staff.

Maintaining and updating asset register for the project and reporting damage of losses to MDC in accordance with policy.

Assist MDC in the preparation of funding applications for acquisition of new resources.

MDC Board and YDP Committee.

- To ensure that the Board of Directors receives work reports and other information as required.
- To prepare reports as agreed to enable the Project Committee to fulfil its functions
- To attend other committees established by MDC to assist in the functioning of the project.



Networking

The co-ordinator has a responsibility to network with the other agencies and organisations where such networking be shown to be in furtherance of the aims of the project.

MYDP Staff and In Service Training

The co-ordinator will ensure that staff maintain and submit agreed documentation as per the staff handbook. The co-ordinator will report on a day to day basis to the Board of MDC or to a person assigned by MDC for this purpose. Ongoing development of the job knowledge and skills of the lead youth justice worker will be encouraged by MDC and identification of training needs of MYDP staff will be a responsibility of the lead youth justice worker. Identified external and internal training courses are be subject to the approval of the appropriate structures within MDC.



An Roinn Dlí agus Cirt
Department of Justice



An tSeirbhís Phromhaidh
The Probation Service



Rialtas na hÉireann
Government of Ireland



Có-mhaoinithe ag an
Aontas Eorpach
Co-funded by the
European Union



ciste na
gcuntas díomhaoin
the dormant
accounts fund



Bord Oideachais & Oiliúna
LIMERICK & CLARE
Education & Training Board



Comhairle Cathrach
& Contae Luimnigh
Limerick City
& County Council



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency



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