



# South Area Youth Service CLG

(Whitefriar, Aungier, Kevin, Charlemont and New Street areas of Dublin 2 & 8)

SAYS is looking for an energetic, enthusiastic and creative person to join our Community-Based Youth Service.

SAYS is a Community Based Youth Service, working with young people at risk, located in **South Inner City Dublin**. The Service, operated by an independent Board of Management, is responsible for the delivery of the Youth Services in the area.

The Board are now recruiting for the following positions.

## **Project Leader (Part-time)** With some focus on Street Work and Out-reach

Applications are invited for the post of: Youth Service Project Leader.  
Part-Time (20 hours a week)  
Dependant On Ongoing UBU Funding From Dept of CEDiy

### **Essential Qualification**

- A recognised professionally endorsed qualification in Youth Work or Youth and Community Work, or equivalent, is essential.
- Two years experience of working with young people at risk in a full-time paid capacity in a youth work setting.

### **Desirable**

- Experience of Outreach and Street-Based Youth Work
- Some experience of leading or supervising a team in a Youth Work setting.

Any successful Applicants will be required to undergo Garda Vetting **before taking up this post.**

For Application Form & Job Specifications please e-mail: [says@iol.ie](mailto:says@iol.ie)

Or Contact: Brendan Dowling, South Area Youth Service CLG,  
Greenside House, 13 Harcourt Street, Dublin 2, D02 RK31

Or Text: E-Mail or Postal address to: 0872 940735

Latest date for receipt of completed application is

**Friday 25th April 2025**

Candidates will be short-listed for interview.

### **Youth Service Project Leader (Part Time)**

Please complete application form in clear handwriting - or complete electronically.  
Please return application form, with a copy of your CV, by e-mail to [says@iol.ie](mailto:says@iol.ie)

Or by post to: Brendan Dowling, Mercer Community Centre, Mercer St, D02 KN88



Latest date for receipt of completed application is Sunday  
**Friday 25th April 2025**  
Candidates will be short listed for interview..

Personal Details:

First Name \_\_\_\_\_ Surname: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

E Mail \_\_\_\_\_

If invited to interview, you will be required to bring along an official piece of identification, Passport, Driving Licence etc, to satisfy the interview panel that you are, indeed, the above person.

I hereby certify that all information provided on this application form is true and correct.  
&  
**I know of no reason why it might be considered inappropriate for me to work with  
Young People.**

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Garda Vetting:** (All information provided will be treated with complete confidence).  
All successful applicants will be required to under-go a full Garda Vetting process.

Are there any convictions in a court of law (if previous or pending) that you would like to make SAYS aware of at this stage? **Yes /No**

**Details, if Yes:**

Education Record:

1. Second Level:

School Attended	From	To	Highest Examination Taken	Year

2. Third Level Education:

Examining Body	Degree / Diploma/ Certificate	Award Pass / Honours	Year of Award

3. Relevant Course Modules:

Examining Body & Level	Module Title	Award Pass / Merit etc.	Year of Award

4. Other Relevant Training





### 5. Employment Record

#### 5.a. Paid Employment

Name, Address Business of Employer	From	To	Position	Hours Per Week	Permanent, Training, or CE, Ji etc.

#### 5.b. Relevant Voluntary employment, including placements.

Name, Address of project / club	From	To	Position	Hours Per Week	.

### 6. Describe your experience and level of responsibility in the field of **Youth Work**.

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7. Describe your experience and level of responsibility in other **Youth related work.**

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8. Describe your experience of out-reach and /or street work in a Youth Work context.

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9. Do you have any experience of supervising an Out-reach or Street Work team?

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10. Why Are You The Right Person For This Job?

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12. Supplementary Information: This space may be used to amplify information, or to give additional information relevant to the application for the position.

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**Referees:**

Please supply the names, addresses, positions held and contact details of two referees.

At least one of your referees must be related to your current, or most recent, employment and one to your recent involvement with Young People.

Referees will NOT be contacted prior to interview.

Please choose your referees carefully. Please ensure that you have the referee's blessing to give their name as a reference. Under SAYS recruitment procedures, any delay over 2 weeks in a referee returning a completed SAYS reference request could result in an offer NOT being made or withdrawn.

Referee 1. Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Company: \_\_\_\_\_  
 Position: \_\_\_\_\_

Phone: \_\_\_\_\_  
 E Mail \_\_\_\_\_



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Referee 2. Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company: \_\_\_\_\_  
Position: \_\_\_\_\_

Phone: \_\_\_\_\_  
E Mail \_\_\_\_\_

Please note it is the practise of SAYS to contact ALL referees when preparing to make an offer of employment to an applicant and prior to that offer being officially made. If you wish to be informed if we are about to contact the above referees – please indicate here:      Please Inform Me In Advance    Yes\_\_\_ NO\_\_\_

## Project Leader Core Duties

Project Leader will report to the SAYS SLO and SAYS Manager – Core duties will include:

1. Supervising an assigned Youth Work Team in organising and rolling out activities and programmes to meet the needs of the identified target group/s of local young people with an emphasis on activities and programmes that develop the Young Peoples' life skills, resilience and responsibilities.
2. Undertaking occasional local research exercises to identify and map the youth population and their needs in the area.
3. Identifying opportunities to facilitate Young Peoples' input into programme development.
4. Planning activity programmes in conjunction with SAYS Team, local community and designated support agencies.
5. Supporting and encouraging local volunteer participation at all levels of SAYS work to develop genuine community ownership of the Youth Service.
6. Leading a local Youth Work Team in the delivery of Youth Services to Young People within assigned areas – as defined by the SAYS Management Committee.
7. Keep permission, attendance and programme records of all activities & events and any other records/documentation requested by the Project Leader / Management Committee.
8. Gather all the information and figures required to meet the periodic requirements of the UBU funding Scheme.
9. Carry out all your work in accordance with SAYS Child Protection Policy, Children's First / Safeguarding best practise and all other SAYS Practise, Procedure and Protocol.
10. Providing regular timesheets, planning records and any other such documentation that may be requested of you.
11. Supporting the core Residential element of SAYS Activities by taking part in a minimum of 6 Residential trips to our Annaghill Project in Mayo every year.
12. Be available for work at the times that coincide with when Young People are available, including some evenings, some weekends, Bank Holidays and period of School Holidays.
13. Carrying out all the lawful instructions of the Project Manager and Management Committee.

Latest date for receipt of completed application is

**5.00 PM - Friday 25th April 2025**

Candidates will be short listed for interview and will required to participate in an active engagement with Young People as part of the interview process.