**JOB DESCRIPTION**

**Post Title:** Youth Officer x 2 Positions

**Initial Location:** Further Education and Training Department

**Capacity:** Permanent Position x 1

Fixed Term Position x 1 – 1 year

**Reporting to:** Director of Further Education and Training (FET) and Adult Education Officer (AEO)

**Initial Headquarters/Duties**: The post holder will be located in the GRETB FET Department, Merguez, Galway. Successful post holder(s) may be transferred to another area within the organisation to allow for the allocation of additional duties, as and when required, which may include the reassignment to other duties where necessary.

**The Position:** The Youth Officer will work as part of the Youth Services team in Galway and Roscommon ETB to support the provision, coordination, administration and assessment of youth work services in the GRETB area, in line with the ETB’s statutory functions. He/she will develop and support youth work and related programmes and services to support young people in the region.

**Initial Duties and Responsibilities:**

To participate, under the direction and advice of the Director of Further Education & Training and the FET Senior Management and in co-operation with other managers and staff, in the organisation, co-ordination and monitoring of any activities which may be involved in or arise out of the appointment within the Board’s scheme, as the Chief Executive may decide.

**KEY TASKS**:

**The Youth Officer will support the provision of youth work by**:

* Implementing the National Quality Standards Framework and National Quality Standards

for Volunteer-led Youth Groups;

* Progressing the development and implementation of ETB Youth Work Plans;
* Supporting developmental work and training as identified through quality standards
* processes and the local youth work plan;
* Identifying emerging youth work needs for the ETB area in consultation with
* relevant stakeholders;
* Applying for funding and / or support to fill gaps in youth work services in
* collaboration with other stakeholders, as appropriate;
* Working in partnership and building relationships with other GRETB services to support the needs of young people in the region;
* Participating in relevant needs identification and service mapping exercises in partnership with the Department of Children & Youth Affairs or equivalent;
* Supporting GRETB services in the delivery of the ETB FET strategy;
* Engaging with GRETB schools to ensure coherency and coordination of youth services across the scheme.

**The Youth Officer will support the coordination of youth work by:**

* Supporting the operation of the ETB Youth Work Committee (Youth and Arts Committee) in accordance with the Education and Training Boards Act, 2013 (Section 44);
* Supporting and participating in interagency collaboration and representing the ETB on external bodies and committees as required;
* Supporting identified links between the non-formal and formal education sector.

**The Youth Officer will support the administration of youth work by:**

* Administering and carrying out appropriate oversight of funding administered by the ETB, including the UBU Your Place Your Space Scheme, Youth Information Centres (YIC), Local Youth Club Grant Scheme and other funding schemes;
* Preparing such analyses and reports as may be necessary or required by GRETB management and / or funding departments or bodies;

**The Youth Officer will support the assessment of youth work by:**

* Assessing youth work programmes and services for which moneys are provided;
* Assessing and making recommendations on grant applications and project allocations as
* required.

**Other duties will include but may not necessary be confined to the following:**

* Specific duties and areas of responsibility will be assigned to the successful candidate on

their appointment and may be reviewed from time to time in line with operational

requirements and priorities;

* The Youth Officer will be required to submit monthly reports to the GRETB Senior Management Team;
* Undertake any other duties appropriate to the post as determined by the Chief Executive

or designated officer from time to time;

* Candidates may be assigned to duties across Galway and/or Roscommon.

**PERSON SPECIFICATION**

**Youth Officer**

**ESSENTIAL QUALIFICATIONS**

A qualification at Level 7 on the National Framework of Qualifications or its equivalent in Youth and Community Work, Social Work, Youth Education or relevant discipline, and/or significant relevant work experience.

* **SKILLS & EXPERIENCE**
* Experience / knowledge of practices and programmes in relation to youth services /

community and voluntary sector, especially the National Quality Standards Frameworks;

* Ideally a minimum of 3 years’ experience of working directly in the youth/community work sector;
* Experience of financial / budget management and oversight;
* Excellent planning, organisation, communication and teamwork skills;
* Excellent analytical, negotiation and decision making skills;
* Excellent report writing skills and high level of computer literacy;
* Proven track record of working in partnership and building positive relationships with

internal and external stakeholders;

* Experience of developing and implementing strategy, programmes and initiatives;
* Successful applicant will have a full driving licence and access to a car and be willing to work flexibly outside of normal working hours as required.
* **COMPETENCIES**

Competencies will be informed by best practice Public Appointment Service Competency Framework for the Irish Public Service.

* Team Work
* Analysis and Decision Making
* Delivery of Results
* Interpersonal and Communication Skills, Specialist Knowledge, Expertise and Self Development
* Drive and Commitment to Public Service Values

**Competencies required**

The appointee to Youth Officer post will be required to show evidence of the following competencies:

**Team Work**

* Works with the team to facilitate high performance, the roll-out of the Youth Work Plan, and the commitment to providing young people’s services in the ETB area
* Provides clear information to the team and works to support the Youth Services team to achieve overall objectives
* Strives to develop as part of the Youth Services team whilst also taking the initiative to implement new ways of working effectively to meet objectives
* Supports the team through collaboration, information sharing and a collegial approach supporting individual team members as required
* Understands the benefit of self-development and improvement to overall team outcomes
* Is flexible and willing to adapt, positively contributing to the implementation of change

**Analysis & Decision Making**

* Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors
* Takes account of any broader issues and related implications when making decisions
* Uses previous knowledge and experience in order to guide decisions
* Makes sound decisions with a well-reasoned rationale and stands by these
* Puts forward solutions to address problems

**Delivery of Results**

* Takes responsibility and is accountable for the delivery of agreed objectives
* Successfully manages a range of different projects and work activities at the same time
* Is logical and pragmatic in approach, delivering the best possible results with the resources available
* Manages workload effectively, providing clear information and evidence in reports as required
* Proactively identifies areas for improvement and develops practical suggestions for their implementation
* Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively
* Applies appropriate systems/processes to enable quality checking of all activities and outputs
* Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers

**Interpersonal & Communication Skills, Specialist Knowledge, Expertise and Self Development**

* Builds and maintains contact with colleagues and other stakeholders to assist in performing role
* Communicates clearly and effectively with colleagues, senior management and external stakeholders
* Encourages open and constructive discussions around work issues
* Projects conviction, gaining buy-in by outlining relevant information and selling the benefits
* Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances
* Presents information clearly, concisely and confidently when speaking and in writing
* Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/Organisation and effectively communicates this to others
* Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work
* Focuses on self-development, striving to improve performance

**Drive & Commitment to Public Service Values**

* Strives to perform at a high level, investing significant energy to achieve agreed objectives
* Demonstrates resilience in the face of challenging circumstances and high demands
* Is personally trustworthy and can be relied upon
* Ensures that customers are at the heart of all services provided
* Upholds the highest standards of honesty, ethics and integrity

**CONDITIONS OF SERVICE:**

**Terms of Appointment**

One post is a whole-time permanent position and one is whole-time temporary position.

**Remuneration:**

€47,589 - €64,787 (pro-rata per annum) or new entrants €42,934 - €64,787. As per DES guidelines, new appointees who are entering this grade for the first time will start at the minimum point of the scale, however incremental credit may apply, if, immediately prior to appointment the appointee is already a serving Civil or Public Servant. Rate of remuneration may be adjusted from time to time in line with Government pay policy.

**Hours of work:**

A 37-hour week is in operation. Hours may be adjusted from time to time under relevant Public Sector Agreements.

**Annual leave:**

The Annual Leave entitlement for this post is 24 days.

**Sick Leave:**

Sick Leave will be in accordance with the arrangements authorised by the Minister for Education and Skills from time to time.

**How to Apply:**

Completed application form must be submitted online by the deadline **12.00 p.m. Thursday, 6th August, 2020**.