



## Job Description

<b>Position Title:</b>	<b>Youth Employability Officer</b>
<b>Agency/Programme:</b>	Crosscare
<b>Location</b>	Crosscare Dundrum/Rathdown Youth Service
<b>Work Schedule:</b>	Full Time Position (37.5 hours per week)/ 1 year contract (possible secondment opportunity)
<b>Salary:</b>	Band D:€ 31,375 – € 36,875(Negotiable, depending on experience)
<b>Reports to:</b>	Youth Service Manager
<b>Role Purpose:</b>	<p>This Youth Employability Role aims to support young people aged 16 to 25 years who are out of education/training/ employment or who are in education but the fit isn't working for them and they are experiencing difficulties.</p> <p>The role will involve identifying, engaging &amp; mentoring young people through the transition phases of their lives; it will support young people to develop the skills they need, through the provision of an individualized response to progress into employment or further education/training and to support them to remain in the course/job.</p> <p>The role involves a multidisciplinary approach that will draw on the pre-existing internal resources of Dundrum Rathdown Youth Service, Dunlaoghaire's Youth Information Service as well as the extended resources and supports within the young person's community.</p>
<b>The Role:</b>	<p><b>General Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Set up a Co-ordination committee across wider DRYS area with key agencies and Crosscare staff</li> <li>• Carry out an Audit of Internal &amp; External Resources and Supports and identify Employment Opportunities within the DRYS area</li> <li>• Utilize the partnerships with educational services/ EWOs/ Social Workers etc. to identify young people at an early stage</li> </ul>

	<ul style="list-style-type: none"> <li>• Mentorship: take an individualized young person focused approach and support the young person to resolve identified issues and barriers</li> <li>• Organize employability courses for young people, emphasizing soft skills development</li> <li>• Organise short accredited courses and liaise with QQI course providers re course spaces / build links with local companies re work experience programme (paid/meaningful) / volunteer opportunities</li> <li>• Outcome Driven post with high emphasis on necessary soft skills development, real jobs, paid work experience and course enrolment</li> <li>• Task orientated role with high level of focused organisational and relationship building skills</li> <li>• Use of Measurement Tools: including Skills Summary; Leadership for Life 'Leadership Styles' self-assessment, Thomas Kilmann Conflict Mode Instrument etc.</li> <li>• To implement programmes in line with funding requirements</li> <li>• To ensure organised programmes fit within the youth work process and Crosscare's Youth Work Approach</li> <li>• To carry out outreach/detached work to engage with young people who are not engaging</li> <li>• To attend and participate at staff meetings and other meetings as requested</li> <li>• To represent the Youth Service, when requested, at various committees</li> <li>• To submit all paperwork within the specified time period</li> <li>• To source and apply for relevant grants related to ongoing work, in consultation with your line manager</li> <li>• To work within the ethos and values of Crosscare</li> <li>• To implement the Crosscare Strategy</li> <li>• To attend training relevant to the work</li> <li>• To manage challenging behaviours and situations</li> <li>• To work in collaboration with the existing team</li> <li>• To carry out any other duties assigned by your line manager</li> </ul>
<p><b>The Holder:</b>  <b>(Qualification/Skills Requirements)</b></p>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Third Level Qualification in Youth Work and a minimum of 2 years experience within this sector.</li> </ul> <p><b>Personal Skills/Attributes:</b></p> <ul style="list-style-type: none"> <li>• Strong leadership skills</li> <li>• Excellent communication skills</li> <li>• Teamwork and collaboration</li> <li>• Creativity &amp; innovation</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work on own initiative</li> <li>• Flexibility and adaptability</li> <li>• Excellent organisational, time management &amp; record keeping skills</li> <li>• Excellent report writing skills</li> <li>• Excellent facilitation and group work skills</li> <li>• Empathy and understanding</li> <li>• Negotiation skills</li> </ul> <p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Full Driving licence.</li> <li>• Have an understanding of the work of Crosscare's Youth Services</li> <li>• Have an understanding of the National Policy Framework for Youth Work, in particular The Better Outcomes, Brighter Futures Policy Framework and the National Quality Standards Framework (NQSF)</li> </ul>
<b>Application Process</b>	<p>To apply, please forward your CV to <a href="mailto:recruitment@crosscare.ie">recruitment@crosscare.ie</a> . <b>Clearly stating in the subject line: Youth Employability Officer Dundrum/Rathdown Youth Services.</b></p> <p>Closing date for all applications is Friday, 10<sup>th</sup> December, 2021 @ 5pm</p> <p>CROSSCARE IS AN EQUAL OPPORTUNITIES EMPLOYER.</p> <p><b><i>This job offer will be made subject to Garda Vetting and reference checks.</i></b></p>