|  |  |
| --- | --- |
| lyslogoJob DescriptionYouth Worker Team LeadUBU Your Place Your Space Scheme | |
| UBU Your Place Your Space aims to provide out-of-school supports to young people aged 10-24 in their local communities to enable them to overcome adverse circumstances and achieve their full potential by improving their personal and social development outcomes. | |
| **Function:** | To lead, support and monitor the delivery of UBU Your Place Your Space projects managed by Limerick Youth Service (LYS) |
| **Location:** | Limerick City & County |
| **Liaising with:** | Staff, management, LCETB, DCYA, local community, schools, parents, volunteers and other agencies as appropriate |
| Reporting to: | Manager of Youth Work Services |
| **Primary Duties and** Responsibilities | **Leadership**   * Support and oversee the development of UBU Your Place Your Space projects through the phases of planning including: needs and resource assessment, 3 year development plan, capacity building, implementation and review. * Manage LYS UBU projects and liaise with LYS Management and local advisory committees on their progression * Set clear goals for staff and create a team environment with open communication. * Support youth workers in developing, implementing and reviewing their individual and project yearly work plans as part of the Limerick Youth Service annual operating plan and strategic plan * Liaise with Human Resources on resourcing and people management including: induction, training, supervision, performance management and development of staff.   **Communication & Collaborative Working**   * Represent Limerick Youth Service on relevant forums in a professional manner and within the ethos of the organisation * Work in partnership with external agencies to develop appropriate responses to the needs of the target group. * Devise, manage and implement interventions & programmes in conjunction with programme staff relevant to the needs of the young people and in line with the Service requirements * Build & maintain appropriate relationships with external agencies to ensure that the needs of young people are met in a coordinated and consistent manner. * Participate in the development of organisational policy and plans   **Management**   * Manage, support and motivate a significant team of staff funded under the UBU scheme. * Undertake appraisals of team members under the LYS Performance Guidance Model and where necessary devise approaches in conjunction with staff to improve performance * Empower staff to take responsibility and accountability for their work and delegate accordingly * Act as first point of contact for any unresolved staff issues or conflicts. Report any unresolved matters to Manager. * Develop & implement new work approaches including; case management tools, team developmental structures and support staff in their implementation * Ensure that the protection and welfare of children is a primary concern of all staff and that, when child protection issues arise, all staff adhere to procedures. * Contribute to the development of strategies and policies within the organisation through participation in meetings   **Administration & Finance**   * Oversee and support the completion of UBU applications for funding * Work closely with Finance Manager. Participate in budget planning and manage an approved budget in line with Financial Procedures * Prepare reports on the work as required and maintain effective working relationships with funders. * Ensure value for money procedures are implemented.   **Training & Development**   * Ensure ongoing training and development of staff and develop expertise within the team to meet the needs of Young People within the UBU Scheme * Participate in Supervision with Youth Work Manager   **Quality**   * Ensure that the on-going operational management of UBU Your Place Your Space scheme is carried out to the highest standards and in line with service requirements and Service Level Agreements. * Ensure all case, financial and administrative records and files are maintained to a high standard * Promote Best Practice in line with organisational policy and funder requirements through Team meetings. * Monitor the implementation of national quality standards and ensure standards are maintained by team and are adhered to in all aspects of the work   **Other**   * Carry out such other related tasks as may be assigned from time to time in consultation with the Manager of Youth Work Services. |
| **Hours of Work** | 35 hours To include frequent evening and weekend work. |
| Please note: | The duties as outlined above are indicative of the main activities to be undertaken. They are not intended to be exhaustive.  However, they may be subject to reasonable change in line with the future direction and changing needs of the organisation. None of these duties will be outside the capability of the worker. |
| Salary: | D.O.E. |