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| lyslogoJOB DESCRIPTION Team LeaderYouth & Family Support Project  |
| **Function:** | To lead and direct the Youth & Family Support team to ensure the delivery of services within the strategic direction of the organisation |
| **Location:** | Limerick City  |
| **Liaising with:** | Staff, management, TUSLA, other funders, local community and voluntary groups and other agencies as appropriate |
| Reporting to: | Manager of Youth Work Services  |
| **Primary Duties and**Responsibilities | **Leadership** * Act as point of contact for all Youth & Family support staff referrals.
* Set clear goals for staff and create a team environment with open communication.
* Provide regular Support & Supervision & facilitate the implementation of Performance Guidance Model

**Communication & Collaborative Working** * Represent Limerick Youth Service on relevant forums including City Wide Youth Forum.
* Coordinate TUSLA funded programme of work in line with Service Level Agreement
* Develop & maintain appropriate relationships with external agencies to ensure that the needs of children & families are met in a coordinated and consistent manner.
* Liaise with TUSLA in relation to development of Service Level Agreement and delivery of PPFS programme of work
* Participate in the development of organisational policy and plans
* Attend and contribute to regular Safeguarding Team meetings.

**Management** Develop & implement new work approaches including Meitheal, Youth Participation, Creative Community Alternatives, etc. 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
* Coordinate Team response to individual and group needs
* Listen to team members’ feedback and resolve any issues or conflicts

**Case Management*** As part of an integrated service, support marginalized, vulnerable and at-risk young people to access a holistic range of service and supports.
* Support young people to access and engage in programmes and services that promote personal development, communication, positive relationships and physical and mental health and well-being.
* Promotes young people’s voice and support them to participate in decisions that affect them.
* Develop strong evidence and research base for the work and support organisational data collection and evaluation mechanisms

**Administration & Finance*** Oversee the completion of grant applications
* 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.

**Training & Development** * As team lead participate and complete train the trainer Child Protection Awareness Programme (CPAP) to deliver to staff and volunteers
* To ensure any training needs for staff are identified and addressed
* Attend supervision with Youth Work Manager
* Participate in all mandatory Training as required

**Quality** * To ensure all case, financial and administrative records and files are maintained to a high standard
* Promote Best Practice in line with TUSLA PPFS Strategy
* To ensure quality and best standards 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.
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| **Hours of Work** | 35 hours (21 hrs Team Lead, 14 hrs direct delivery) 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. The salary range associated with the post is €41,759.00 to €45,000. Starting salary is dependant on experience and qualifications.  |

Essential Criteria

* Proven experience of working effectively in a Team Environment
* Excellent organisational skills with the ability to prioritise work and tasks to agreed outcomes
* Ability to communicate effectively and clearly in a professional manner to ensure the team are working towards goals.
* Provide supervision, feedback and direction to staff on an individual and team basis