

## **Job Description Ad Hoc Panel of Part Time Youth Workers.**

**PAKT:** (Parents and Kids Together) is a community based family support programme that works with the whole family to support young people to gain the assets they need to be resilient in the face of life's challenges. It aims to develop social competence, participation, physical well being and spirituality in young people as well as supporting parents in developing relationships with their children that are characterised by warmth and boundary setting. It involves children aged 6 – 17 and their families .

### **Main Tasks of the ad hoc Panel members.**

- Liaise closely with the YMCA PAKT Project Worker in all aspects of the role.
- With input from local volunteers/scheme staff, plan, implement, monitor and evaluate the PAKT children's after schools programme when required.
- Plan, implement, monitor and evaluate PAKT family events when required.
- Attend Regional PAKT team meetings and training events when required.
- Compile records as required, attend to essential administration, budget, child protection, monitoring and evaluation, health and safety requirements relating to the programme when required.
- Perform allied and kindred duties as may be required from time to time.

### **Scale and Impact**

Members of the ad hoc Panel of Part time Youth Workers will not be guaranteed regular employment but be called when a need arises to deliver the after school children's programme in one of our sites in the West Dublin/North Kildare area.

### **Discretion to Act**

The panel members will liaise closely with the YMCA PAKT Development Officer when requested to run PAKT after school clubs.

### **Environment**

The panel members will be responsible for the delivery of the PAKT children's clubs when required due to illness or absenteeism of other workers in one of our PAKT sites in the West Dublin/North Kildare.

### **Relationships**

The panel members will be directly responsible to, supported and managed by the YMCA PAKT Coordinator

### **Terms and Conditions**

Panel members will be called upon on short notice at times to work three to four hour periods in delivery of the after schools programme. Being on the panel is not a guarantee of work. Neither is there an expectation that workers be available when asked to work. Workers will be put on an existing YMCA scale according to their qualifications.

### ***Person Specification:***

#### 1 Qualifications

The panel is expected to be made up of members who may or may not have a third level qualification.

#### 2 Experience

The post-holder will have had a minimum of six months direct youth work experience working with children.

#### 3 Abilities and Skills

The panel members will be able to develop and maintain relationships with children aged 6 to 17 , will have the capacity to work with children on social competence, participation, physical well being and spirituality. They will be able to work effectively with other youth leaders.

They will have strong interpersonal and communication skills, and be comfortable working in either a group or a 1-to-1 setting. The panel members will have good administrative and record-keeping skills.

Basic IT skills will be an advantage in fulfilling the above.

A very good mastery of spoken English is required.

#### 4 Personal

Access to a car would be desirable.

### **Application Process**

Applications will only be accepted on the YMCA application form which can be downloaded from [www.ymca-ireland.net/jobs](http://www.ymca-ireland.net/jobs)

Application forms should be returned to [norma@ymca-ireland.net](mailto:norma@ymca-ireland.net) by 5pm on Thursday 31st January 2019 with interviews expected on Friday 8th February 2019