**JOB DESCRIPTION**

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| ID Reference: | 013341 |
| Competition Title: | Youthreach Resource Person Engineering, Graphics and Construction Design |
| Grade: | Youthreach Resource Person  |
| Reporting To: | FET Director |
| Tenure: | Permanent Contract, 35 hours per week |
| Location: | Youthreach Gorey |
| Applications to: | Online only at <https://www.wwetb.ie/about/organisation/human-resources/vacancies/>  |
| Competition Profile: | This is an open competition.  |

Youthreach is an innovative programme launched jointly by the Departments of Education and Enterprise and Employment for unqualified early school leavers. The programme aims to provide young people with the knowledge, skills and confidence to participate fully in society and progress in further education, training and employment.

The programme requires staff who are flexible, multi-disciplined and experienced. A high degree of motivation and commitment to the person-centred model of training is essential, as is a commitment to working with the target group.

**Summary of Position**

The purpose of this post is to provide high-level administrative support to Waterford and Wexford Education and Training Board (WWETB). The successful candidate(s) will support the delivery of quality services, as per the organisation’s remit, working with colleagues across WWETB and the broader community, including Schools and Further Education and Training Centres. WWETB constantly strives to improve the quality and effectiveness of its services and systems, across a number of functions, including in its Schools, Further Education and Training Centres, Finance, Human Resources and Corporate Services. The work of WWETB will be supported through a number of duties and responsibilities, as outlined below.

**Duties of Youthreach Resource Person** (as outlined under Circular Letter 12/03 and other relevant agreements)

* Responsible to the Co-ordinator on a day-to-day basis for the delivery of the programme.
* Direct class contact in keeping with programme needs as required by the ETB subject to a maximum of 20 hours per week.
* Curriculum development and delivery, implementation of certification procedures, supervision of work experience and delivery of frontline guidance and information as appropriate.
* Work with centre management in the planning, delivery and evaluation of appropriate responses to education and training needs, including the identification and implementation of indicators for education and training outcomes for learners.
* Work with ETB and centre management to agree and implement a Centre Development Plan for the delivery of Youthreach services and conduct an internal centre evaluation process as set out in the Youthreach Quality Framework.
* Maintenance of discipline.
* Development and monitoring of programme.
* Assessment and monitoring of learner course work.
* Conducting interviews of learners.
* Administrative duties relevant to the post, including the maintenance of records and the provision of reports as required.
* Provide locally agreed substitution cover for absent staff and supervise participants as necessary during lunch breaks and at opening and closing of the centre.
* Deputise when necessary for the Centre co-ordinator.

**Essential Requirements for Youthreach Resource Persons**

* Knowledge and experience of the specialist subject area advertised.
* Knowledge and capacity to act as key worker.
* Knowledge and experience of a broad range of teaching methods.
* Have the capacity to be inspiring and creative, as well as committed to developing individual strengths and a love of education by delivering a quality experience for our learners.
* Experience in dealing directly with early school leavers and unemployed young people
* Qualification and experience in area of expertise
* Clear understanding & empathy with the philosophy of working with young people
* Good understanding of post and the work of Youthreach and WWETB
* Track record of service delivery and using own initiative
* A work history which demonstrates ability to accept change
* Strong computer skills
* High level of interpersonal skills
* Excellent standard of written, verbal and presentation skills
* Ability to adopt a flexible approach to achieve goals
* Ability to deliver modules/subject specific areas as per advertisement.

**Desirable Criteria**

* Knowledge and experience of LCA and QQI processes.
* An interest in extra-curricular activities that would contribute to the wider life of the centre is likely to be an advantage.
* Experience delivering courses within a similar setting.
* Strong administrative skills
* Some experience of interacting with Community & Voluntary Organisations
* Ability to make linkages/connections/collaborate with other agencies
* Supervisory experience

**Salary**

Salary will be paid in accordance with such rates as may be authorised by the Minister for Education

from time to time for Youthreach Resource Person positions.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Education. Rate of remuneration may be adjusted from time to time in line with Government Policy. Please refer to the [WWETB website](https://waterfordwexford.etb.ie/information-compliance/foi-publication-scheme/about-wwetb/organisation-and-salary-grading-scales/) for current salary scale. Successful candidates will be paid at point 01 of the salary scale unless they have previous relevant public sector service in experience.

**Application Form**

Applications must be made on the official Application Form and all sections must be completed in full. When completing the application form accuracy is essential as the information supplied in the form will play a central part in the selection process. Applications can be accessed via: <https://www.wwetb.ie/about/organisation/human-resources/vacancies/>

**Shortlisting**

WWETB is an Equal Opportunities Employer. WWETB reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be on the basis of information supplied on the Application Form and the likely number of vacancies to be filled*. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.* The shortlisting process will provide for the assessment of each applicant’s application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level. Canvassing will automatically disqualify.

**Interview**

Selection, from shortlisted candidates, shall be by means of a competition based on an interview conducted by WWETB. WWETB Core Values of Respect, Accountability, Learner Focus and Quality are the guiding principles of the organisation and underpin the competencies required to fulfil this role. The interview will be competency based and marks will be awarded under the following Core Competencies identified for the position of Youthreach Resource Person:

* **Understanding and Suitability for the Role**
* **Analysis and Decision Making**
* **Delivery of Results**
* **Interpersonal and Communication Skills**
* **Specialist Knowledge, Expertise and Self Development**

These core competencies are assessed and awarded marks by demonstrating the following key skills sets:

**Understanding and Suitability for the Role**

* Clear understanding and empathy with the philosophy of working with young people.
* Good understanding of post and work of Youthreach and WWETB
* Training and/or experience in dealing with young people/early school leavers

**Analysis and 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**

* Delivers results on time and to a high standard
* Takes responsibility for own work and the work of the team
* Plans and prioritises the work schedule, ensuring the efficient use of all of the resources available and delivering on objectives even with multiple or conflicting demands
* Evaluates the current work practices to identify changes that could be made to help them run more effectively
* Maintains accurate records and monitors work, ensuring any errors are identified and rectified
* Appreciates the need to delegate work appropriately rather than doing everything oneself

**Interpersonal & Communication Skills**

* Shows respect, tact and maintains composure when dealing with customers or staff members
* Demonstrates the ability to be assertive and negotiate when necessary, communicating in a clear and confident manner whilst remaining approachable and polite
* Listens to others and invites feedback, dealing with information in a constructive way
* Influences others by actively listening and clearly expressing their position
* Produces written letters/reports in a clear and concise manner

**Specialist Knowledge, Expertise and Self Development**

* Develops and maintains the skills and expertise required to perform the role effectively, e.g. relevant technologies, IT systems, relevant policies etc.
* Has a clear understanding of the role, objectives and targets and how they fit into the work of the unit and Department/Organisation and communicates this to the team

**Additional Information**

**Citizenship**

* Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of Member States of the European Union along with Iceland, Liechtenstein and Norway.
* Swiss citizens under EU agreements may also apply.

**Health & Character**

* Those under consideration for a position may at the discretion of the employer be required to complete a health and character declaration and a Garda Vetting form.
* References will be sought.
* Canvassing will disqualify.
* Some posts require special security clearance.
* In the event of potential conflicts of interest, candidates may not be considered for certain posts.