**JOB DESCRIPTION**

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| **Job Title**  | Youth Diversion Project Leader  |
| **Managing**  | Bradóg Youth Diversion Project  |
| **Employed by**  | Bradóg Youth Service  |
| **Location**  | 34 Dominick Place, Dublin 1  |
| **Staff reporting to this post**  | Youth Diversion staff  |
| **Type of Contract**  | Fixed Term  |
| **Probation Period**  | A 6 month probationary period will apply  |
| **Responsible to**  | Bradóg Youth Service Board of Management (BOM)  |
| **No. of Hours**  | 35 hours per week (The role includes some evenings and weekends with time off in lieu)  |
| **Annual Leave**  | 24 days per year pro rata (increasing with years of service’)  |
| **Training**  | High-level training in assessment tools, client management software, and professional development  |
| **Benefits**  | * 3 additional days off at Christmas and 1 for Good Friday
* Sick leave scheme, Maternity and Paternity benefits upon successful probationary period
* Flexible work schedule
* Wellness allowance, Employee Assistance Programme
* Overnight residential allowance
* Access to external supervision
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| **Application Process**  | Please submit your C.V, Cover Letter and Application Form to Chair@bradog.com Closing date for receipt of completed applications is 5pm 24th November 2023  |
| **Garda Vetting**  | Candidates under consideration for employment in Bradóg Youth Service will be subject to Garda vetting.  |
| **References**  | The successful candidate will undergo 2 reference checks before commencing employment with Bradóg Youth Service  |

**About Bradóg Youth Service**

Bradóg Youth Service is a community-based non-profit dedicated to providing personal and social development programmes for young individuals in North Dublin Inner City. Our vision is for young people to reach their full potential and drive change in their community.

**Bradóg Youth Diversion Project**

This project aims to prevent young people in Dublin's North West Inner City from engaging in antisocial or criminal behaviour. It provides activities for personal, social, and professional development. Our target group includes young people aged 12-17 and at-risk 8-11-year-olds referred by Juvenile Liaison Officers or other community stakeholders.

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| **Key Duties**  |  |   |
| **Programme Development and** **Management**  | • •  | Coordinate the development, promotion, monitoring, and evaluation of youth justice programmes. Draw up and review strategic and operational programmes to meet the needs of the target group.  |
|   | •  | Develop, manage, and oversee the implementation of the project plan and budgets.  |
|  | •  | Ensure a high level of service excellence in planning and delivering services and supports.  |
|  | •  | Develop a culture of continuous improvement and reflective practice  |
| **Reporting and Documentation**  | •  | Attend and report to quarterly meetings with the project steering committee.  |
|  | •  | Responsible for the production of the annual report and funding applications as required.  |

The project aims to enhance the quality of life in communities and strengthen relations between the Garda and the community. This opportunity is ideal for candidates who have an interest in and capability for this type of work. It's funded by the Department of Justice and Equality, the European Social Fund 2021 - 2027, and Dormant Accounts funding.

*This post is co-funded by the European Social Fund 2021-2027 through the EU Funds Unit, Department of Justice and Equality.*

**Job Summary**

As the Youth Diversion Project Leader, you will play a pivotal role in our mission to prevent young people in Dublin's North West Inner City from engaging in anti-social or criminal behaviour. Your responsibilities will encompass project management, youth programme development, external relations, and team leadership. You will lead a team in creating and implementing diversion programmes that align with the Department of Justice's policies and cater to the needs of at-risk youth aged 12-17.

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|  | * Coordinate the completion of the Youth Justice Project's annual plan and report in partnership with other project staff.
* Ensure the completion, processing, monitoring, and return of relevant documentation to the BOM and funding agencies as required.
* Implement and monitor policy and procedures at organisational level.
* Respond to new practice and policy changes, communicate and bring staff on board with changes.
* Fulfil administration requirements as required by Bradóg Youth Service CLG and the Department of Justice.

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| **Database and records management**  | * Ensure Bradóg has an appropriate database system to support and evidence the work of the project.
* Ensure the youth diversion team maintains up-to-date records on all youth diversion programmes.
* Ensure an effective information database is in place to support this process.

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| **Quality assurance and** **Advocacy**  | * Actively promote and support project planning in respect of quality youth diversion provision in line with project targets, identified needs, and best practice.
* Advocate for youth diversion work best practice and policy reform at both project, BOM, and regional levels.
* Coordination and oversight of DOJ and EU Funds Unit quarterly and annual reporting requirements.
* Develop, implement, and monitor health and safety procedures for all aspects of the project’s work.

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| **People** **Management**  | ***Leadership and Culture:*** * Create and promote a positive working culture that embraces open communication, reflective practice, and continuous improvement.
* Advocate, promote, and facilitate a culture of positive staff wellbeing and welfare through ongoing supports, programmes, and initiatives.
* Develop positive working relationships with staff teams where an open line of supportive, fair, and equal communication is promoted and implemented.

 ***Recruitment and HR Management*** * Oversee the recruitment process for new staff, including advertising, interviewing, selection, and induction.
* Maintain and keep up-to-date HR records for all staff.
* Coordinate the recruitment, training, and work of staff.

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|  | ***Team Development and Management:*** * Provide individual support and line management to the staff team.
* Identify and facilitate opportunities for team and practice development.
* Convene regular and ongoing team meetings for information sharing, planning, review, practice development, and evaluation.
* Ensure the observance of quality work standards at all times.

 ***Performance and Conflict Resolution:*** * Address issues of work-related performance in the staff team.
* Facilitate probationary and ongoing appraisal reviews.
* Deal with issues of work-related conflict, grievances, and disciplinary procedures.
* Identify the development needs of the staff team individually and collectively.
* Ensure the implementation of staff policies as developed by the BOM.

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| **Bradóg Youth** **Service** **Management**  | * Attend regular meetings with Bradóg Youth Team Project Leader to discuss overlaps in service provision, overall staff well-being, and team development.
* Attend Board of Management meetings.
* Implement and monitor the effectiveness of BOM policies.
* Carry out the role of Vetted Nominated Person for the organisation.
* Carry out the role of Deputy DLP (Designated Liaison Person) for the organisation.
* Serve as the minute-taker for BOM Meetings.
* Be responsible for the implementation, review, and development of policies.
* Develop, implement, and monitor health and safety procedures for all aspects of the project's work.
* Support and facilitate Child Protection best practices and compliance through the role of Deputy DLP for the organization.
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| **Financial** **Management**  | * Have day-to-day oversight of the financial and budgetary requirements of the project under the direction of the BOM and with the support of the Project Administrator.
* Work closely with the Treasurer/Administrator to develop budgets and actively identify funding opportunities to achieve strategic goals and emerging needs of the Project.
* Be responsible for the financial management of the project, including devising budgets and monitoring expenditure.
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| **Board of Management**  |  • Attend Board of Management (BOM) meetings and liaise with the Chairperson and other board members on matters relevant to their assigned areas of responsibility.  |
|  | •  | Provide written progress reports to the BOM and subcommittees as required.  |
|  | •  | Collaborate with the BOM to agree on work plans and budgets.  |
|  | •  | Undertake any other duties as determined by the BOM from time to time.  |
|  | •  | Ensure that the BOM is informed of any issues related to the overall well-being of the project.  |
|  | •  | Report on the progress of the Justice Programme to the BOM at scheduled meetings, ensuring accurate and honest appraisals of the youth diversion program are given to the BOM regularly.  |

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| **Skills and Experience**  |   |
| **Essential** **Qualification**   | • A professionally endorsed degree in Youth Work or other relevant subject i.e. Social Work, Social Care, Social Studies, Justice  |
| **Essential Experience**  | * 5 years of experience working with young people with fewer opportunities in a youth work setting
* Experience of managing and supervising staff and/or a Level 6 or higher qualification in Project Management / Leadership
* Experience of carrying out the role of ‘Mandated Person’ in a Youth Work environment.
* Experience managing a budget
* Exposure to and understanding of youth diversion work, as well as experience working with young people from residential services and minority ethnic groups

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| **Desirable**  | * Training in staff support and supervision.
* Experience of carrying out DLP role for a youth work/community organisation
* Possession of a full clean driving license
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| **Personal Skills and Attributes**  | * Excellent communication skills and inter-personal skills
* ICT skills and IT competence
* Excellent organisational skills
* Innovative and future thinking
* Strong leadership and change management skills
* Excellent communication and listening skills
* Empathetic and non-judgmental approach
* Strong support and supervision skills
* Promotes and values teamwork and collaboration
* Values and promotes confidentiality
* Has the ability to work on own initiative
* Excellent organisational, time management & record keeping skills
* Enthusiastic, pragmatic, and motivated in their approach
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|  | •  | Excellent report writing skills  |
|  | •  | Excellent facilitation and group work skills  |
|  | •  | Strong Stakeholder Management and Negotiation skills  |

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| **Core Competencies** |  |  |
| **Project** **Management**   | • • •  | A structured and organised approach with the ability to prioritise and manage workload. Ability to manage, coordinate, and monitor multiple projects at one time, ensuring achievement of identified targets whilst adhering to budgetary parameters. Ability to build and maintain effective working relationships with team members, young people, BOM of management and external stakeholders.  |
|  | •  | Demonstrates a flexible and adaptable approach to their work in fast paced demanding environment.  |
|  | •  | Ability to respond to emerging needs and new areas of work within the Project by utilising all resources and skillsets available.  |
| **Direct Work with young people**   | • • •  | Values the core principles of Youth Work, actively promoting them within all aspects of their work. Views work with young people, families, and communities as a needs led approach that focusses on strengths. Ability to establish and maintain trusting and outcomes focused relationships with young people and families throughout the course of their work.  |
| **People** **Management and** **Leadership**   | • • • •  | Approaches their work in a professional, friendly, and courteous manner. Demonstrates accountability for leading, directing, monitoring and evaluating the services provided by the staff members within their team. Creates a climate in which people want to do their best; can assess each person’s strengths and use them to get the best results; promotes confidence and optimistic attitude; influences others to follow a common goal. Has an awareness of, and maintains, professional boundaries, evoking a culture where these boundaries are promoted and adhered to.  |
|  | •  | Is confident and approachable while possessing the ability to be assertive as required.  |
|  | •  | Demonstrates the ability to address and manage conflict within staff teams as it arises with a focus on achieving a resolve.  |
|  | •  | Leads by example in demonstrating the Bradóg values and culture at all times.  |

*This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform that may be required either now or in the future.*

**Application process**

• Please submit your C.V., Cover Letter and Application Form to Chair@bradog.com Closing date for receipt of completed applications Friday 24th November 2023 at 5 pm.

Bradóg Youth Service is an equal opportunities employer.

Successful application will require two reference checks and Garda vetting before being appointed to the role