**JOB DESCRIPTION**

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| ID Reference: | N/A |
| Competition Title: | Youthreach Resource Person |
| Grade: | Youthreach Resource Person |
| Reporting To: | AEO |
| Tenure: | Pro-Rata – 17.5 hours per week over 5 days |
| Location: | Gorey Youthreach |
| Applications to: | By email to [vacancies@wwetb.ie](mailto:vacancies@wwetb.ie) |
| 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.

**Modules to be delivered include:**

* Literacy & Numeracy Support
* Hair & Beauty

**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.
* 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.

**Additional Skills and/or Duties may include:**

* Coordinate LCA Work Experience
* Responsibility for Learner Council in Centre

**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 <https://www.wwetb.ie/about/organisation/human-resources/pay/> 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, Quality and Sustainability 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:

* **Teamwork**
* **Information Management/Processing**
* **Delivery of results**
* **Customer Service & Communication Skills**
* **Specialist Knowledge, Expertise and Self Development**
* **Drive & Commitment to Public Service Values**

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

**Teamwork**

* Shows respect for colleagues and co-workers
* Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate
* Offers own ideas and perspectives
* Understands own role in the team, making every effort to play his/her part

**Information Management/Processing**

* Approaches and delivers all work in a thorough and organised manner
* Follows procedures and protocols, understanding their value and the rationale behind them
* Keeps high quality records that are easy for others to understand
* Draws appropriate conclusions from information
* Suggests new ways of doing things better and more efficiently
* Is comfortable working with different types of information, e.g. written, numerical, charts, and carries out calculations such as arithmetic, percentages etc.

**Delivery of Results**

* Takes responsibility for work and sees it through to the appropriate next level
* Completes work in a timely manner
* Adapts quickly to new ways of doing things
* Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes
* Writes with correct grammar and spelling and draws reasonable conclusions from written instructions
* Identifies and appreciates the urgency and importance of different tasks
* Demonstrates initiative and flexibility in ensuring work is delivered
* Is self-reliant and uses judgement on when to ask manager or colleagues for guidance

**Customer Service & Communication Skills**

* Actively listens to others and tries to understand their perspectives/requirements/needs
* Understands the steps or processes that customers must go through and can clearly explain these
* Is respectful, courteous and professional, remaining composed, even in challenging circumstances
* Can be firm when necessary and communicate with confidence and authority
* Communicates clearly and fluently when speaking and in writing

**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, Spreadsheets, Microsoft Office, relevant policies etc.
* Clearly understands the role, objectives and targets and how they fit into the work of the unit
* Is committed to self-development and continuously seeks to improve personal performance

**Drive & Commitment to Public Service Values**

* Consistently strives to perform at a high level and deliver a quality service
* Serves the Government and the people of Ireland
* Is thorough and conscientious, even if work is routine
* Is enthusiastic and resilient, persevering in the face of challenges and setbacks
* Is personally honest and trustworthy
* At all times, acts with integrity

**Candidates should note that questions relating to the following areas will also form part of the interview**

* Knowledge and understanding of the Youthreach Programme and the particular subject area they will be teaching:

The candidate should demonstrate a secure knowledge of both the Youthreach programme and the subject area of the course syllabus that they will be teaching.

* They should also be fully aware of the specific requirements of the course/syllabus they will be teaching.
* Planning and Preparation: The candidate should demonstrate an understanding of: a) How to structure class plans / year plan. b) A variety of teaching methods c) A range of monitoring and assessment methods.
* Professional Responsibility (Classroom Management): The candidate should demonstrate a knowledge and understanding of classroom management techniques.
* Understand what is meant by a duty of care to the learners.
* Show commitment to their own professional development and training.
* Information Handling: The candidate should demonstrate knowledge of how to maintain records on learner progress and attainment. Interpersonal Skills
* The candidate should demonstrate an ability to communicate clearly.
* Have an awareness of the diplomacy and sensitivity required when dealing with others (learners/staff/parents) and an appreciation for other people’s opinion.

**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.