

SWAN Youth Service Staff Interview Pack:

Sheet No: 7

**Job Description**

**POST: GYDP Project leader**

**EMPLOYED BY:** SWAN YOUTH SERVICE LTD.

**REPORTS TO:** Director of SWAN YOUTH SERVICE LTD.,

**MAIN ROLE:**

The Project Leader has responsibility for delivering the Garda Youth Diversion Programme of the SWAN Youth Service in the North Wall/ North Strand and East Wall catchment areas, as agreed with the Director, and the Swan Board of Management.

**KEY FUNCTIONS:**

S/he is responsible for the development and implementation of an appropriate youth justice work plan to meet the needs of the target group. S/he will ensure the programme of activities is delivered in line with board policy, in consultation with the director; that it is well balanced and has a clear strategy, focus and targets, and achieves its outcomes. This includes timetabling staff so as to maximise direct work with young people, and ensure a balance between developmental work and support work, etc. A particular responsibility is to ensure that service provision is made to support those young people who have come into contact with the justice system and create opportunities for their positive involvement in their communities. It is expected that the work is integrated into the wider service and wider community, maximising supports available for young people. S/he will also personally deliver services directly to young people. In particular s/he is responsible for:

**Staff Management**

- Managing and coordinating the work of the youth work team, including demonstrating models of youth service provision in line with good youth work practice.
- The day-to-day operations of the youth justice work, including the coordination of the GYDP staff and programme.
- The provision of individual supervision, support and guidance and to youth work staff. Assisting in staff appraisal and feedback on performance on an ongoing basis.
- Convening weekly team meetings for information sharing, planning, review and motivation.
- Identifying the developmental needs of the team, individually and collectively, and devising a training plan for agreement by the board.

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- Ensuring the implementation of staff policies as developed by the board from time to time, in particular staff rotas, time-in-lieu and leave.
- Ensuring the observance of appropriate youth work standards and policies, including child protection, health and safety etc.

#### **Project Management**

- Reporting on the progress of the project to the Board of Management at the monthly board meetings.
- Evaluating the work of the project using the IYJS reporting and evaluation system to be completed in line with Swan's Strategic Plan and National policy, e.g. BOBF and the National Youth Strategy.
- Ensuring GYDP staff keep up to date records on programme activity.
- Documenting and recording the work of the project, assisting in the production of annual and other reports for funders, and others.
- In conjunction with the Director, managing the accounts and yearly budget and making all necessary returns in a timely efficient manner to IYJS
- Drawing up and reviewing strategic and operational programmes of activity to meet the needs of the target groups, for agreement by the board annually and from time to time, in line with Swan's Strategic Plan.

#### **Direct Service Provision**

- Personally delivering parts of the youth justice work on an ongoing basis.
- As a mandated person report harm of young people to the DLP/Tusla and assist Tusla in assessing those concerns.

#### **Liaison**

- Liasing with other agencies working with young people in the community in order to maximise the service provided, including a limited attendance at appropriate committees.
- The development of appropriate policies and responses to issues affecting young people – responding to the emerging needs within the service.

Flexibility is required within the role with some evening and weekend work.

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