



PLAY & YOUTH WORK SUPERVISOR

Job Description



ORGANISATIONAL BACKGROUND

For over 175 years, YMCA Dublin has been building safer, stronger, and more inclusive communities. Through affordable childcare, youth and family programmes, and community support services, we empower young people, support individuals and families, and create safe spaces where everyone can thrive.

OUR PURPOSE

We believe everyone should have the opportunity to belong to healthy, confident, secure and connected communities.

OUR VALUES

Welcoming, Inclusive, Empowering, Caring, Responsible





CONTEXT FOR APPOINTMENT

This is an exciting time to join YMCA Dublin as we deliver on our ambitious strategic plan to expand our reach and deepen our impact by opening new Community Hubs across Dublin. These hubs will provide vital services, including affordable childcare, youth and family programmes, and community support initiatives.

The first of these new Community Hubs will launch in North Dublin in Spring/Summer 2025, spanning two locations: De Verdon Place (Malahide Road, Dublin 17) and Parkside (Belmayne, Dublin 13). Both facilities will offer School Age Childcare (after school services) and youth work programmes.

To support this expansion, we are recruiting two Youth & Play Work Supervisors to oversee these services. This will be a key role in ensuring an inclusive and play-inspired environment where children and young people can thrive and grow. The role is ideally suited to a dynamic, enthusiastic individual who will be excited by the challenge of establishing new services in a new community.



Title	Play & Youth Work Supervisor
Reporting To	Community Projects Manager
Direct Reports	SAC/YW Practitioners & volunteers
Place of Work	De Verdon Place, Malahide Road, Dublin 17 and/or Parkside, Belmayne, Dublin 13
Working Hours	Full-time – 40 hours per week
Nature of Post	Permanent
Rate of Pay	€17.05 per hour
Start Date	16th June 2025

ROLE SUMMARY

Under the supervision of the Community Projects Manager...

- Coordination of after schools provision for primary school aged children on weekday afternoons during term time (5 sessions per week)
- Co-facilitation of evening & weekend youth work provision for young people aged 8+ during term-time (up to 3 sessions per week)
- Coordination of all day provision for primary school aged children during school holiday periods
- Supervision of SAC/YW Practitioners / Playwork Assistants and European Solidarity Corps (ESC) & Community Employment (CE) volunteers

PRINCIPAL DUTIES & RESPONSIBILITIES

Service Delivery

- **Engaging with Children & Young People & Facilitating Activities:** Maintain a hands-on approach by building positive, supportive relationships with children and young people during playwork sessions. Take the lead in facilitating age-appropriate activities, such as arts and crafts, music, and sports, to encourage active participation, stimulate creativity, promote teamwork, and support personal development.
- **Role Model Behaviour:** Serve as a positive role model to staff/volunteers, children, young people and parents/carers by demonstrating respectful behaviour, leading with kindness, and taking responsibility.
- **Set-Up and Preparation:** Coordinate the preparation of spaces, materials and resources for activities, the provision of basic snacks for snack times, and the provision a safe and clean environment for children & young people.

Quality Assurance

- **Planning & Development:** Coordinate the planning and development of play-focused, needs-led programmes and activities for children & young people, ensuring their consultation.
- **Respond to new practices and policy changes,** effectively communicating and aligning staff with updates.
- **Training and Development:** Undertake practical training related to playwork, safeguarding, and other relevant fields.
- **Compliance:** Ensure YMCA policies and procedures are fully implemented and regularly reviewed, and Tusla's National Quality Guidelines for SAC Services are adhered to at all times.

PRINCIPAL DUTIES & RESPONSIBILITIES

People Management

- **Coordinate staff**, including preparing rotas, managing annual leave, and tracking sick leave.
- **Supervision:** Provide individual supervision of staff & volunteers, and carry out inductions and appraisals.
- **Teamwork:** Facilitate regular team meetings and actively work towards building the team.
- **In consultation with senior management, deal with work-related performance issues, or conflict within the team.**
- **Develop a culture of continuous improvement** and reflective practice.

Support & Engagement

- **Parental Engagement:** Act as the main point of contact with parents/carers, including providing updates and addressing concerns and complaints.
- **Work in tandem with Family Support**, ensuring appropriate supports are in place for children, young people and their families.
- **Represent YMCA Dublin** effectively to professional partners, schools and community organisations.

Administration

- **Administration:** Ensure the completion of daily checklists, attendance and work records, and observations of progress.
- **Any Other Duties:** Be flexible and willing to take on additional tasks related to the delivery of YMCA services, as required

KPIs / Priorities

After 6 months in the role, you will be expected to be working towards the following KPIs and priorities:

- Have a comprehensive understanding of YMCA Dublin's mission, ethos, and service model, including its goals, operations, and play-inspired, strengths-based, trauma-informed approach.
- Deliver high-quality, outcomes-driven programmes, ensuring they meet the needs of children & young people.
- Meet agreed key performance indicators (KPIs) for programme engagement and impact, including delivering direct support to a target number of children and young people annually.
- Foster a positive, motivated, and collaborative team culture through effective leadership, support, supervision and communication.
- Identify and address areas for development within the service, adapting programmes and practices to meet emerging needs and enhance service delivery.
- Implement and maintain safety and compliance protocols, ensuring all activities adhere to YMCA safeguarding policies and meet health and safety standards.



PERSON SPECIFICATION

Essential

QUALIFICATIONS & EXPERIENCE

- Recognised qualification in a relevant field, such as childcare, youth work or education
- Minimum 2 years' experience of working with school-aged children and/or young people in paid or voluntary capacity

KNOWLEDGE & SKILLS

- Excellent organisational & administrative skills
- Strong interpersonal & communication skills
- Knowledge of play / youth work approaches
- Knowledge of relevant regulations & legislation
- Proficient in the use of ICT

QUALITIES & CIRCUMSTANCES

- Fluent in written & spoken English
- Self-motivated & able to work on own initiative
- Enthusiastic & compassionate
- Ability to work flexible and extended hours, including mornings during holiday periods.
- Willingness to undertake further training

Desirable

QUALIFICATIONS & EXPERIENCE

- Level 7 qualification in Youth Work, Childcare or equivalent
- Relevant first aid / food safety qualifications
- Experience in compliance inspections, e.g. Tusla
- Previous supervisory experience in a SAC and/or youth work setting

KNOWLEDGE & SKILLS

- Knowledge of National Quality Guidelines for SAC Services
- Knowledge of relevant funding mechanisms, e.g. NCS
- Demonstrable ability to implement policies & procedures

QUALITIES & CIRCUMSTANCES

- Ability to participate in activities with children & young people
- Current driving licence