

Youth and Family Work
Manager
(Balgaddy, Neilstown, Rowlagh)

Job Description



Clondalkin Community Facilities (CCF) is a new organisation, responsible for management, governance and operations of three community centres in North Clondalkin. The three community facilities overseen under management by CCF are based in Balgaddy, Neilstown and Rowlagh, all in the North-Clondalkin area of South Dublin County. The three centres are owned by South Dublin County Council, who provide a management license to the CCF Board of Clondalkin Community Facilities, a company limited by guarantee, with a Board of locally elected directors, including representatives from South Dublin County Council, the local community and key stakeholders. YMCA Dublin is engaged by CCF to oversee and manage the day-to-day operation of the community facilities on behalf of the Board of CCF.

Overview of Role:

The Youth and Family Work Manager will be based in the Clondalkin community (Neilstown, Rowlagh, Balgaddy) where YMCA Dublin has been invited to establish a presence. This role will work across all 3 centres.

The Youth and Family worker manager will be responsible for developing, coordinating, and evaluating a diverse range of youth and family programmes. The role will play a pivotal part in making a positive impact on the lives of young individuals and the communities we serve. A key part of the role will be to manage, oversee, and develop the day to day running of all Services for Young people aged 10- 25 years old. This will include developing and delivery of a range of outreach, centre based and digital youth work across 3 sites.

CONTEXT FOR APPOINTMENT

YMCA are seeking to recruit a Youth and Family Work manager who ideally has experience of working at a management level within a youth service..

This is an exciting time to be joining YMCA Dublin as the organisation grows into new communities.



THE POSITION



Title	Youth and Family Work Manager
Reporting to	Clondalkin Community Regional Manager
Direct Reports	CE Staff, Youth Work Staff
Place of Work	Rowlagh, Neilstown and Balgaddy Community Centres
Working Hours	Full-time – 37.5 hours per week , You will be required to work one Saturday per month and act as On Call out of hours.
Salary	€45,000
Nature of Post	3 year

ROLE SUMMARY

We are seeking an individual who is inspired by playing an important role in changing people's lives and therefore communities. We are all about creating inspirational pathways and opportunities, opening doors and welcoming all to get involved and make a positive difference. Working with us means helping children, young people and families at all levels of ability, from all walks of life, to develop their self-esteem and potential in new ways.

We are looking for an inspirational Youth Work Manager to lead the delivery of detached and centre-based activities for young people using youth-led approaches.

Centre Management Duties.

- As Manager, you will have responsibility for ensuring effective maintenance of the buildings and facilities, including the supervision of contractors and others regarding work carried out in the centre.
- To co-ordinate, supervise, support, direct and motivate staff and volunteers. Support Tus and CE participants who are based at the Centres while liaising with their supervisors.
- To lead the team by example.
- Ongoing support and supervision of volunteers
- Provide support and Supervision to designated staff
- Work to an annual plan to which will be agreed with your line manager
- Day to day management for example drawing up rotas, booking overviews, Purchase Order approvals etc.

Project Coordination & Evaluation:

- Utilise, maintain and develop the organisations evaluation systems to measure the effectiveness and impact of youth and community projects.
- Use data analysis to identify successful practices and areas for improvement, leading to continuous project enhancement.
- Oversee the coordination and execution of various youth and community initiatives.

Youth Engagement:

- Actively engage young people aged 10 to 25 in a wide range of youth work programmes that promote personal and social development, challenge, enjoyment and informal learning.
- Ensure the meaningful participation of young people in the planning, design, delivery and evaluation of all youth work youth work undertaken
- To operationally manage all centre based and detached youth work across 3 sites.
- To ensure that youth work operates at the weekends and outside term time.
- Liaise and work with local partners and stakeholders to assess gaps in provision, enhance the coherence, range, reach and quality of services for young people.
- Deliver information, advice, or guidance to young people referring to specialist agencies where appropriate.
- To facilitate and support a Youth Forum of representative young people that can advise staff on the needs of young people and provide relevant feedback to ensure that services are appropriate and co-produced.

Family Engagement

- Coordination and development of our Family Support and Advocacy services and activities across 3 centres
- Ensure we operate high-quality, wrap-around supports that promote family resilience and inclusion
- Embed a community development approach that builds local capacity, fosters volunteering, and supports parental participation.
- Ensure effective outreach and engagement with hard to reach families

Other Duties

- Maintain accurate records and provide regular reports on outcomes,
- Maintain essential administration, child protection, and health and safety requirements relating to the service when required.
- Ensure that all activities comply with organisational policies and legal frameworks e.g. health and safety legislation, child and adult at risk safeguarding.
- Represent YMCA Dublin at meetings, events, and networks.
- Monitor the use of financial and other resources linked to work delivery in the assigned area to ensure they are used to maximum effect.
- Contribute to the development and production of Children and Young People policies, plans and procedures.
- Work to a set budget
- Access funding as appropriate.
- Participate in team meetings and supervision.
- Abide by YMCA policies and procedures



Community



Youth Spaces



Childcare



WELCOMING, INCLUSIVE, EMPOWERING, CARING, RESPONSIBLE

- Desirable to hold a degree in social work, community development, youth studies, or a related field, but extensive relevant experience in one of these areas will be viewed equally.
- Proven experience in youth work.
- Demonstrated understanding of youth-related challenges and community needs.
- Excellent communication and interpersonal skills to effectively engage with diverse stakeholders.
- Be a champion of equality, empowerment and social justice
- Be skilled in relationship building with young people,, staff and volunteers
- Be creative, solution focused, collaborative and forward thinking
- Able to work in a self-directed dynamic manner, and to develop good working relationships with all stakeholders
- Strong organisational and project management abilities to oversee multiple initiatives simultaneously

KPIs / PRIORITIES AFTER 6 MONTHS

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

- ✓ Have a comprehensive understanding of the organisation, mission, ethos and service delivery.
- ✓ Design and initiate youth and family projects that align with YMCA's strategic priorities and goals for community hubs.
- ✓ Established strong relationships with young people and families
- ✓ Evaluation and Data Collection: Using our CRM, track and assess the impact of community initiatives and gather data to inform future efforts.