



## JOB DESCRIPTION

### **(Peace IV Regional – Building Peace through Emotional Resilience)**

Title: Our Generation **Administration Support p/t** (building peace through emotional resilience with young people)

Responsible to: Our Generation Coordinator

Links to: Youth Workers & partner organisations

Timescale: Oct 2021 – Dec 2022

Location: Youth Work Ireland, 20 Lower Dominick Street, Dublin 1/ Negotiable

Project: 'Our Generation'

Funder: SEUPB - Building Positive Relations at the Regional Level: Peace IV

Hours: 21 hours per week

Salary: YWI Administration Grade 1 – Point 1  
[https://www.youthworkireland.ie/images/uploads/general/Youth\\_Work\\_Ireland\\_Salary\\_Scales\\_2019.pdf](https://www.youthworkireland.ie/images/uploads/general/Youth_Work_Ireland_Salary_Scales_2019.pdf)

### **Description of Project**

'Our Generation' is a new, regional cross border, cross community initiative to building peace through emotional resilience across NI and the border regions of Ireland resulting in meaningful, purposeful and sustained contact between children and young from different communities. Our Generation builds a renewed, confident and hopeful society, conveying a light on what is possible as individuals, communities and as a wider society. This initiative is supported by the European Union's PEACE IV Programme, managed by the Special EU Programmes Body (SEUPB). Our Generation project, supported by the European Union's PEACE IV Programme, managed by the Special EU Programmes Body (SEUPB), brings together the expertise of 7 Partner organisations for the delivery of a comprehensive programme of supports to address emotional resilience in the border counties.

## **YWI targets and deliverables**

The staff member will be part of a team of two full-time Youth Workers, one part-time Administrator and a Programme Coordinator that will meet the following targets:

### YWI targets and deliverables

The Coordinator will lead the delivery of services to achieve the following targets:

Deliverable T2.1.1 - Delivery of the Be Well programme to 5760 young people over three year in play board regions, to build resilience and address the anxiety issues of young people aged 14 – 25 in a three-year period. Details of Be Well Programme here:

<https://www.youthworkireland.ie/youth-work-centre/be-well>

Deliverable T2.2.1 - The delivery of the YES (Youth Empowerment in Sexual Health) to 180 volunteers and Youth Voluntary Leaders. The YES programme is a youth demand, evidence led programmes which empowers youth people to explore issues including identity, relationships, consent. Working from a Human Rights perspective YES explores people's right to dispassionate objectively and full information on all aspects of relationships and sexuality without the filter of the state or religion. 6 training Sessions per year and the delivery to a toolkit to each participant. Details of YES Programme here: <https://www.youthworkireland.ie/youth-work-centre/yes-project>

The delivery of YES (Youth Empowerment in Sexual Health) programme directly to 3360 young people aged 14 – 25 in a three-year period.

Deliverable T2.3.1 – The delivery of Youth Bank. To engage 675 young people over three years to work together to identify and implement (in 5 groups), social actions projects for change in their community through the Youth Bank Model. Approved projects will be supported grants.

<http://www.youthbank.org/>

Deliverable T2.6.1 – Youth Empowerment: 16 children and young people self-nominated from across the 8 project partner organisations to create an advisory group.

In addition to these deliverables the coordinator will contribute to:

- 12 Project Steering Group
- 12 Project Reference Group
- 12 meetings of the Youth Advisory Group
- 10 Themed shared learning events

## **Job Responsibilities**

To provide an effective and efficient administrative support service to the Project Co-Ordinator and youth work team.

### **Responsibilities:**

- Undertake a range of administrative duties in a professional and efficient manner, such as: updating excel spreadsheets and databases, producing letters and reports, managing large scale mail shots; taking minutes of meetings; production of marketing materials (invitations,

programmes and flyers for events and celebrations); photocopying and other general administrative duties. To collate and maintain information required by funders (SEUPB) in relation to financial monitoring returns and to maintain Excel spreadsheets relating to same.

- To develop and maintain adequate filing systems, databases and general office organisation (photocopying etc.)
- Provide information to partner organisations on the monitoring, administrative and financial requirements of Youth Work Ireland & SEUPB (Peace 4).
- Assist with collating information for audits.
- To assist the booking and scheduling of delivery of programmes to young people.
- Provide reception and telephone cover when required.
- Work closely with the Youth Work Ireland Finance and administrative team and achieve a standard of excellence in all duties.
- Achieve all duties that are necessary for the success of smooth operation of the organisation.
- To liaise with the Management team of Youth Work Ireland and operate the administrative procedures of the organisation.
- To carry out other duties that may be necessary for the effective operation of the programmes delivered by the Agency.

#### **General**

- Support the promotion and marketing of the Peace IV Regional programme in accordance with agreed objectives (any publicity must be agreed with the project co-ordinator).
- Promote the project outcomes and impact through regular updates on the agency web site, social network sites, agency newsletter and the e-news (adhering to SEUPB guidelines).
- Maintain administrative systems required to support the work of the project (procurement, purchase order, raising cheque requisitions).
- Work within agreed budgets, as laid down by the Project co-ordinator adhering to Youth Work Ireland's financial procedures at all time.
- Be proactive in the development of resources for peace building through emotional resilience programmes that enable practitioners to work more effectively with young people.
- Attend and contribute to relevant meetings (lead partner, funder).
- Follow policies and practices as set out by Youth Work Ireland especially adherence to Safeguarding Policies and Procedures and Data Protection.
- Reflect the ethos, policies and practice of Youth Work Ireland at all time.

#### **Required competencies**

##### **Essential Criteria:**

Evidence of a minimum of one year direct relevant administration experience

Junior Cert or equivalent minimum level of education.

A working ability in IT Systems, word processing and finance skills are essential

##### **Desirable Criteria**

Similar experience in a school setting or charity sector

#### **CURRENT TERMS & CONDITIONS APPLY**

**Salary:** Point 1 Administrator Officer Grade 1

[https://www.youthworkireland.ie/images/uploads/general/Youth\\_Work\\_Ireland\\_Salary\\_Scales\\_2019.pdf](https://www.youthworkireland.ie/images/uploads/general/Youth_Work_Ireland_Salary_Scales_2019.pdf)

**Location:**

Youth Work Ireland, 20 Lower Dominick Street, Dublin 1

**Hours:** 35 hours per week

**Holidays:** 25 (Pro Rata) days per annum plus appropriate statutory days and Youth Work Ireland Christmas and Easter holidays.

**Hours of Work:**

These will require you to be available for work not only in the evenings but also, on occasions, on Saturdays and Sundays.

You will arrange your day to day working hours in conjunction with your Line Manager to suit the varying and often changing needs and requirements for the post. (Normal time in lieu arrangements will apply).

**Travel:** Mileage costs will be paid for travel costs incurred carrying out the duties of the post. (This post requires that you have access to a car or other suitable form of transport as and when necessary to facilitate the requirements of the job in a reasonable and effective manner).



A project supported by the European Union's PEACE IV Programme, managed by the Special EU Programmes Body (SEUPB)