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| **Position:** | Youth Participation Officer | **Ref: YWI220812** |
| JOB DESCRIPTION |
| **Function:** | The Participation Officer will provide technical support to the Department of Children, Equality, Disability. Integration and Youth (DCEDIY) Citizen Participation Unit in fulfillment of the terms of a contract jointly held by Youth Work Ireland and Foróige. In addition to providing onsite support to Comhairle na nÓg, supporting the National Comhairle na nÓg Executive, assisting in the development of annual events, consultations and other participation initiatives, the Participation Officer will also be involved in supporting consultations and providing training and development. Based-in the Participation Team, line-managed through Youth Work Ireland National Office in Dominick St, Dublin 1, the Participation Officer will receive day to Day programme direction from the Senior Youth Participation Officer (Foroige). The Youth Participation Officer will work closely with the Administration Officer, (based in Youth Work Ireland) and Participation Officers and the Event Manager (based in Foróige). |
| **Nature of Contract:** | This is a full-time Post funded under contract, the Post is Permanent subject to funding. This post requires frequent travel throughout Ireland. It is expected that the incumbent will spend some time in Dublin at the DCEDIY, Participation Office and/or Youth Work Ireland Offices. |
| **Reporting to:** | **ACEO Youth Work Ireland** |
| **Principal Duties and Responsibilities:** | **Competencies****Person Specification:****Essential*** A commitment to the participation of children and young people in decisions that affect their lives.
* Knowledge of participatory processes and techniques to facilitate involvement of groups and individuals in decision making, planning and evaluation.
* Experience of training development and provision.
* Project management abilities.
* Excellent report writing abilities.
* Ability to work well within a team
* Research and evaluation skills.
* Willingness to undertake out of hours work and travel as the job requires, for which time off in lieu will be provided.
* Ability to build relationships with staff in statutory, voluntary and private sector organisations at all levels.
* Ability to think strategically and offer constructive advice on change processes in organisations.
* Skills in project development (i.e., planning, implementing and evaluation);
* Skills in the development and provision of training.
* Excellent skills in communication both written and verbal.

**Desirable*** Skills in supporting and leading staff in the delivery of participative practice.
* Knowledge of Quality Systems, performance and change management.
* Understanding of the role and nature of advocacy.
* Knowledge on the developmental stages and issues faced by young people.
* Skills in managing behaviour and providing appropriate interventions.
* Strong decision-making skills.
* The ability to manage conflict.
* The ability to manage time and to prioritise.
* The ability to coach staff.
* Negotiation skills.
* The ability to critically think and to reflect on practice.
* Understanding and Knowledge of working in partnerships or working collaboratively.

**Overall Duty**The position of Youth Participation Officer will involve working as part of a team of 5 staff in the National Participation Office in the development and implementation of a Strategic Plan for Children and Young People’s Support Services; the provision of support and training to Comhairlí na nÓg; engagement with, support of and networking of relevant stakeholders; liaison with and supporting DCEDIY; organisation and development of local, regional and national consultative and participation youth events and supporting other participation initiatives. 1. Establish National Participation Office with DCEDIY
2. Support DCEDIY in the implementation of the Comhairle na nÓg Five Year Strategic Development Plan
3. Organisation of an Annual National Event (Dáil na nÓg and the National Showcase Event for Comhairle na nÓg) and supporting the follow-up work with Comhairle na nÓg National Executive
4. Provision of Support and Training for Comhairle na nÓg
5. Supporting the DCEDIY in conducting national consultations and other participation initiatives with children and young people
6. Supporting the DCEDIY in other participation initiatives with children and young people
7. Collaborate with Hub na nÓg as required
8. Commission and oversee independent report writing of consultations, participation initiatives and key events in collaboration with DCEDIY as required
9. Ensure all activities of the Children and Young People’s Support Services comply with DCEDIY Child Protection, COVID-19 Restrictions (as applicable), health & Safety, financial management and data protection regulations

**Specific Tasks****Working as part of the National Participation Office Team** * Working with the Youth Participation Manager and DCEDIY in the business of the National Participation Office
* Contributing to the achievement of the vision for Children and Young People’s Support Service
* Implementation of all necessary business and operational processes associated with same e.g. policies and procedures, IT, Data Protection, Child Safeguarding and Protection etc.
* Participating effectively in the National Participation Office Team and working effectively with DCEDIY’s Children and Young People’s Participation Support Team and contributing to the broader participation agenda
* Participating in regular team meetings, quarterly review meetings and other events relevant to the role

1. Tasks related to organisation of an Annual National Event (Dáil na nÓg and National Showcase Event for Comhairle na nÓg) and supporting the follow up work with Comhairle na nÓg National Executive.* Selection and preparation of delegates.
* Development of the programme and methodologies.
* Planning and organisation of the annual event.
* Assignment and preparation of personnel for events.
* Production of toolkits and reports.
* Evaluation of events
* Provision of facilitation and technical support in developing the programme of work for the CNN National Executive.
* Provide technical support in the documentation, recording and evaluation of the work of the CNN National Executive as required.

**Supporting Comhairle na nÓg** * Contributing to the development of an Implementation Plan on the recommendations of the Comhairle na nÓg Five Year Development Plan
* Developing and carrying out individual and teamwork programmes based on the Implementation Plan
* Working and liaising with relevant Comhairle na nÓg personnel in the 31 Local Authorities in assessing need for support and training and providing these services
* Organising and managing training, networking, and information events at both a national and regional level
* Supporting each Comhairle na nÓg in making their annual application and completing their annual report to Pobal

**Stakeholder Engagement** * Maintaining and developing relationships with staff, partners and other relevant stakeholders within the Comhairlí providing them with appropriate training, advice and consultancy on child and youth participation
* Providing support as appropriate to other relevant stakeholders in the development of child and youth participation training, programmes and curriculum
* Communicating regularly with key stakeholders verbally and in writing using a range of media including social media and the website

**Hub na nÓg** ● Supporting and participating in, as required, the work of Hub na nÓg staff, particularly in the development of best practice, research and other areas of cross over work  **Participation Events, Consultations and other participation Initiatives** * Participating in the design of Dáil na nÓg, the National Showcase and other participation initiative events including setting the agenda, methodology development and facilitation.
* Consideration and input into recruitment of young people for key consultations and participation initiatives.
* Working with Foróige Marketing and Communications Department in the organisation and operation of such events
* Supporting and engaging in consultations, through contributing to their co-ordination and the development of methodologies and briefing notes and facilitation of consultations
* Supporting the development and facilitation of the National Executive to meet its objectives as mandated by the broader membership at Dáil na nÓg.
* Working with young people to prepare their inputs to key engagements with policy makers, Minister and other key stakeholders and audiences as required.
* Supporting DCEDIY in participation initiatives with Children and Young People including youth assemblies.

  **Programme and Resource Development** * Developing and disseminating guidelines, standards and methodologies for various stakeholders to ensure best practice in child and youth participation
* Programme and resource development regarding best practice in child and youth participation

 **Administration** * Utilising internal data management systems effectively
* Contributing to planning and report writing
* Engaging effectively and appropriately with social media in relation to child and youth participation

 **Quality Assurance** * Contribute to the development of relevant annual work plans, written six month and Annual Reports for DCEDIY
* Contributing to the development of specific action plans in relation to consultations, participation initiatives etc. and provision of written and verbal reports on same
* Attending, as required, meetings with DCEDIY to plan and review specific pieces of work
* Support and evaluate practice in children and youth participation among stakeholders using the National Implementation Framework for Child Participation developed by Hub na nÓg

Any such other relevant duties as directed by the management/and or Board of Youth Work Ireland. |
| **Qualifications and experience** | * Education to National Degree standard (minimum requirement) **(E)**
* Experience and understanding of child and youth participation theories and methodologies **(E)**
* A minimum of 1 year’s relevant work experience **(E)**
* A minimum of three years’ experience working with young people **(E)**
* Experience in engaging with a range of other stakeholders and working effectively in partnership with them **(E)**
* Experience of team working and facilitation skills **(E)**
* Excellent written communications skills and an ability to write for a variety of audiences including children and young people **(E)**
* Experience of programme/curriculum development and resource development **(D)**
* Access to car and full driving licence **(E)**
* This Post is subject to Garda Vetting **(E)**
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# ADDITIONAL CONSIDERATIONS FOR THE ROLE

**Funding:** It must be understood that if the funding for the post is discontinued the post holder’s contract may be terminated.

**Medical:** The successful candidate may be required to complete a medical questionnaire / undergo a pre-employment medical.

**Garda vetting:** As our work involves contact with young people, candidates under consideration for employment in Youth Work Ireland will be subject to Garda vetting.

**Annual Leave:** The Youth Participation Officer, Children and Young People’s Participation Support Services will be entitled to 30 days annual leave pro rata plus public holidays. The needs of the job must be considered when applying to take this leave.

**Hours of work:** This is a full-time post, and the successful candidate will be expected to work a minimum of 35 hours per week. Please note this position will require flexibility in relation to working hours. You will be required to work regular evenings and regular weekends.

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| **Salary:** | **Salary Scale: Development Officer 1: €35,935.89 to €49,910.49** |
| **Travel:**  | This post will involve domestic travel within Ireland. Travel and expenses will be paid in accordance with appropriate Youth Work Ireland rates.  |
| **Applications:**   | Applications are open to internal and external candidates. Applications should be made by way of the Youth Work Ireland Job Application Form only. The job application form is available to download from our website or upon request by emailing pgralton@youthworkireland.ie  |
| **Closing date:**  | Closing date for receipt of applications is 12pm, Tuesday 14th February 2023Interviews are scheduled for February 28th 2023 Interviews will be in 20 Lower Dominick Street. Candidates will be asked to do a short presentation followed by interview questions. |