



YOUTH WORKER IN CHARGE INFORMATION PACK

October 2024
JOB REF: YWC/24



BACKGROUND

Dungannon Youth Resource Centre (DYRC) is a purpose-built voluntary youth facility that operates in the centre of Dungannon. It delivers programmes around mental health, safety and awareness, risk taking behaviour, educational programmes, physical health and sports, and building positive community relations.

The centre serves a membership of 250 children and young people between the ages of 8 – 18 and opens 6 days per week. The centre is in a strong financial position with funding secured until March 2026, and boasts a positive relationship with the Education Authority and other sponsors.

The Youth Worker in Charge will be centre-based, responsible for managing funding contracts, overseeing operations in the centre and coordinating a small team of youth work staff and volunteers.

DYRC has been an integral part of the community for over 40 years, and we are seeking a passionate and enthusiastic individual to drive the charity forward and create the best possible service for children, young people and the wider community.

JOB DESCRIPTION

POST TITLE:	Youth Worker in Charge (centre-based)
SALARY:	£30,000 – £33,000 (dependent on experience)
LOCATION:	Dungannon Youth Resource Centre, 2 Savings Bank Street, Dungannon (“the Centre”)
RESPONSIBLE TO:	The Management Committee of the Centre through the Chairperson or Line Manager if and when appointed (“the Management Committee”)
RESPONSIBLE FOR:	Up to 3 FTE/equivalent

BENEFITS:

Access to private health care, Flexi time & opportunities for personal and professional development.

DURATION: The post has a probationary period of 6 months with the possibility of extension until March 2026.

JOB PURPOSE: -

The Youth Worker in Charge will have general responsibility for the management of the Centre and will maximise the use of the Centre by young people for agreed purposes, in line with organisational policies. **It will be the overarching responsibility of the Youth Worker in Charge to actively protect, uphold, foster and promote the basic aims and objectives of the Centre for all children and young people, as set out in the Centre's Constitution.**

DUTIES & RESPONSIBILITIES

1. Managing & Developing a Range of Services at unit level and within the local community

- 1.1 To draw up and implement a curriculum based on the "Model for Effective Practice" (1999) and 'Priorities for Youth' (DENI) and which fulfils the policy of the Centre and reflects its ethos as mentioned above.
- 1.2 To work directly with young people by assessing their needs and providing an agreed programme of activities designed to meet those needs, in line with the Youth Service Curriculum for Northern Ireland and the particular ethos of the Centre.
- 1.3 To develop an Annual Action Plan for the unit and actively contribute to the overall strategic plan for the Youth Service.
- 1.4 To ensure the active participation of young people in the youth work programme, and in the management of the Centre, and to organise resources accordingly.
- 1.5 Consult with the Management Committee and line manager to ensure that objectives are achieved through implementation, monitoring and self evaluation of agreed work programmes. Such a system must be designed on staff development principles which include induction, training, supervision/support and evaluation elements.
- 1.6 To establish contact with, listen to, befriend, advise, support and act as an advocate for young people.
- 1.7 To encourage and participate in residential and outdoor education elements of the Centre programme of activities (when required).
- 1.8 To engage, where appropriate, in outreach or detached youth work programmes within the local community.
- 1.9 To be responsible to the Management Committee for all management, administration and financial matters relevant to the Centre.

2 Developing Staff and Facilities at Unit Level

- 2.1 To work with staff and volunteers to develop, implement, manage and evaluate programmes of activities, services and facilities in line with the agreed priorities for the Centre.

- 2.2 To ensure the induction, motivation, development, training, deployment and discipline of all Centre staff and as required within the local community (paid and voluntary).

3 Working with Agencies to Develop Services across the Community at Unit Level

- 3.1 To work with relevant agencies to develop services within the Centre and at local community level.

4 Leading Project Development and Implementation

- 4.1 In line with agreed priorities to design and implement specific curriculum related projects in the Centre.

5 Management Responsibility for Staff at Unit Level and within the local community.

- 5.1 To supervise all staff, paid or voluntary, retained by the Centre including the management and allocation of duties of such staff both within the Centre and at local community level.

6. Child Safeguarding, Administration and Finance

- 6.1 To be responsible generally for the day-to-day management and administration of the Centre and its staff, activities, services and facilities.
- 6.2 To see that all policies and procedures are strictly adhered to and enforced, with particular reference to safeguarding of children and young people.
- 6.3 To manage budgets and undertake fundraising activities, including grant applications, as necessary to ensure that the Centre has sufficient financial resources to meet its running costs and the cost of all projects undertaken and managed by the Centre.
- 6.4 To maintain accurate records e.g. staff rotas, monitoring and participation data, quality assurance data, financial returns, reports to funders, accident report forms, inventories etc.
- 6.5 In relation to health and safety issues, to be familiar with and ensure the enforcement of the requirements of all current Health and Safety Legislation.
- 6.6 In relation to security, to see to it that the premises are always kept secure and in a proper state of repair and to report to the Management Committee any breach of security or want of repair.

Dungannon Youth Resource Centre

POST TITLE: Youth Worker in Charge

SALARY: £30,000 - £33,000

LOCATION: Dungannon Youth Resource Centre
2 Savings Bank Street
Dungannon

PERSON SPECIFICATION:

Must have a degree in Community Youth work or third level qualification in relevant subject.

Must have x3 years' paid experience of delivering and overseeing a youth work curriculum at local or regional level.

Knowledge of the NI Youth Work Curriculum.

Knowledge of policies that ensure relevant safe practice.

Knowledge of issues affecting young people particularly in relation to personal and social development.

Knowledge of Child Protection regulations.

Knowledge of people management issues.

Knowledge of financial codes of conduct.

Communication skills.

Interpersonal skills.

Planning and organisational skills.

Administrative skills.

ICT skills.

Ability to embed a Quality Assurance process.

Skill to develop a local Assessment of Need.

Facilitation skills.

Personal Qualities: Confidentiality, Confidence, Empathetic, Ability to use own initiative, Ability to work as member of a team, Ability to work under pressure to strict deadlines, Ability to make decisions, Objectivity, Ability to motivate others.

Other Requirements: Willingness to undertake job related training as and when required.

Desirable:

Candidate must have a clean driving licence and access to a car/ transport given the rural location and travelling required within this position.

Further Information

This post is funded by EA up until 31st March 2026 and subject to funding thereafter.