



**Resource Person, Youthreach Leixlip, Co. Kildare**

**Permanent Post**

**JOB DESCRIPTION**

Job Title:	Youthreach Resource Person: <b>INFORMATION TECHNOLOGY</b>
Purpose of Job:	To be responsible, on a day to day basis, for providing learning and administrative support as appropriate and to teach in their subject specialism.
Responsible to:	Chief Executive/Director of FET/Adult Education Officer/Programme Co-ordinator
Hours of Work:	37 hours per week The Youthreach Programme operates on 226 week days from the beginning of September to the end of July each year excluding public holidays and such closures as will be allowed for Christmas and Easter. Resource Persons will work 37 hours per week in a flexible manner that may include evenings and other times, in accordance with centre needs.
Remuneration:	Remuneration for this post will be in line with all Department of Education and Skills relevant Circular Letters.
Salary Scale:	€31,641 - €54,527 (Pre 2011) €28,579 - €54,527 (Post 2011)
Annual Leave:	35 days annual leave per annum and Public Holidays will be allowed, together with such short periods of closure as are permitted for Christmas and Easter

**Function of Job**

The role of the Youthreach Resource Person is to provide learning and administrative support, as appropriate and teach subject specialism. Assess students' learning needs, design and implement programme plans based on these individual needs. Engage with the planning, implementation and evaluation of the programme at classroom and centre level and maintain a positive and co-operative working relationship with centre coordinator, other members of staff, students and the wider community.

**Key Functions:-**

The Youthreach Resource Person will work with the Centre Co-ordinator and the staff team to:



1. Provide support to the Co-ordinator on a day to day basis in delivering the Programme.
2. Complete the administrative duties relevant to the post, including the maintenance of records and the provision of reports as required, and other duties as directed by the Co-ordinator.
3. Produce high quality work-related written reports/documents, as requested by the Co-ordinator
4. Participate in direct class contact in keeping with Programme needs as required by the Co-ordinator.
5. Work with Centre management in the planning, delivery and evaluation of appropriate responses to education and training needs, including the identification and implementation of indicators for education and training outcomes for learners.
6. Develop, deliver and monitor relevant curriculum to agreed Quality Assurance standards in collaboration with the KWETB QA advisors.
7. Assess and monitor learner course work and supervise learner work experience for development and certification purposes.
8. Ensure that the centre meets the statutory requirements set down by QQI and other certification providers, e.g. Quality Assurance, Programme Validation & Learner Assessment.
9. Ensure that a high standard of discipline is maintained by all learners.
10. Conduct interviews of trainees to assess suitability for the Programme.
11. Establish and maintain relationships based on partnership and co-operation with local schools, Further Education and Training Centres, statutory and voluntary agencies and employers.
12. Assist in the implementation of a comprehensive and relevant Centre Development Plan for the Youthreach Programme.
13. Participate fully in the internal evaluation process as set out in the Youthreach Quality Framework.
14. Contribute to the development of Health & Safety policies and procedures and implement these in ways that promote the health, safety, welfare and wellbeing of Youthreach learners, staff and visitors.
15. Participate in relevant training opportunities and work activities to enhance his/her own professional development, on an on-going basis.
16. Provide locally agreed substitution cover for absent staff and supervise trainees as necessary.
17. Deputise when necessary for the Centre Co-ordinator.
18. Perform other job-related tasks, as may be assigned from time to time by the Centre Co-ordinator, Adult Education Officer, Director of FET, Chief Executive.



## **PERSON SPECIFICATION Youthreach Resource Person**

### **Qualifications and Eligibility:**

#### **Qualifications:**

Essential: At least NFQ Level 7 qualification AND a minimum of three years' experience in a skilled capacity in the appropriate area being advertised, i.e. Information Technology

#### **Garda Vetting:**

No Resource Person may take up a post without satisfactory Garda eVetting clearance. If a candidate has not achieved Garda eVetting clearance by the time his/her post is due to commence, the offer of employment may be withdrawn.

#### **Permission to Work in Ireland**

All candidates must be eligible to work in Ireland. Non EEA nationals (unless exempted) must be in possession of a valid work permit, and must provide original documentation of same.