

Job Description	
Post Type:	Youthreach Resource Person – Edenderry FET Permanent Contract
Reporting to:	The Youthreach Programme Manager, Further Education and Training Manager, Director of Further Education and Training and Chief Executive of LOETB
Nature of Post:	35 hours per week
Place of Work:	Edenderry Further Education and Training Centre
Salary Scale:	€41,300 – €68,835 (pre 2011) (based on a 35 hour working week) €38,283 - €68,835 (post 2011) (based on a 35 hour working week)
Date of issue:	July 2026
Function of job:	The position of Youthreach Resource Person is a combination of teaching, administration, assisting in the day-to-day management of the centre and supporting young people in a professional, challenging, dynamic, caring and fun environment.

Duties:

1. Support the Programme Manager on a day to day basis in delivering the Youthreach programme, with specific responsibility for soft skills, mentoring and personal and social development.
2. Liaising and working with parents and the relevant agencies, organisations' and community groups based on the needs of the learners and the development of the Centre.
3. Complete the administrative duties relevant to the post, including the compiling of relevant reports, maintenance of records, and other duties as directed by the programme manager.
4. Participate in direct class contact in keeping with programme needs as required by the manager.
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 LOETB QA department.
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. Leading the compilation of the annual CEIP Report.
18. Organising the Centres' student mentoring programmes and staff supervision.
19. To comply with LOETB Policies and Procedures and undertake other such related duties as may be assigned from time to time by the Chief executive or other designated officer.

Personal specification – Qualifications, Knowledge, Experience & Skills	Essential	Desirable
• Relevant third level degree qualification	•	
• Have a clear understanding of the SENI Programme	•	
• Be self-motivated and creative	•	
• Have empathy with, and positive regard for learners	•	
• Have excellent interpersonal and communication skills	•	
• Have the ability to plan and organise	•	
• Have the ability to work on own initiative and as part of a team	•	
• A high degree of motivation and commitment to the studentCentred model of learning is essential, as is a commitment to working with the target group	• •	
• At least 2/3 years’ experience working with early school leaves		
• Qualifications in the areas of Youth Work, Community and/or Education would be advantageous in this post		•
• Have a clear understanding of Quality Assurance and QQI		•
• Keen understanding and awareness of social exclusion		•
• Experience managing and administering learning projects		•
• Good IT skills. e.g. MS Word, Excel, Database etc		•
• Fluent in Irish is desirable		•

Competencies required:

A number of key competencies have been identified as being essential for the effective performance of the role and function of Youthreach Resource Person

- Organisation and Planning
 - Team work
 - Interpersonal and Communication Skills
 - Specialist Knowledge and Expertise
 - Delivery of results
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- **Organisation and Planning:** Demonstrates the ability to plan and prioritise the work schedule, ensuring the efficient use of all of the resources available and delivering on objectives despite multiple or conflicting demands.
 - **Team Work:** Experience of working effectively in a team environment, develops and maintains good working relationships with others, sharing information and knowledge, as appropriate.
 - **Interpersonal and Communication Skills** Please give an example which you feel demonstrates your ability to achieve positive results through gaining co-operation and working effectively with a range of different stakeholders.
 - **Specialist Knowledge and Expertise:** Briefly outline any relevant experience you have in management, overseeing of resources and implementation of robust corporate governance practices.
 - **Delivery of Results:** This role requires the candidate to deliver results to a high standard. Please provide a brief statement of where you have demonstrated this.