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## Youth Information Co-ordinator

### Description

Job Title: Youth Information Co-ordinator

Employed by: Board of Directors, Youth Work Ireland Tipperary

Reporting to: Staff Supervisor

- Provision of satellite clinics across the county to provide direct support to young people seeking information on any subject of interest or concern;
- To remain up to date and informed on prevalent and topical issues relating to young people in order to promote this information on matters relevant to their personal, social and vocational development in a way that young people can understand, and in settings which they find comfortable and convenient to use.

### European Work

- Promotion of European opportunities for young people to work, study or volunteer in the EU;
- Participate in "Eurodesk" European Youth Information Network and various forums to remain up to date with prevalent international information;
- Encourage youth participation in local and national political forums.

The purpose of this job is to implement the objectives and programmes of Youth Work Ireland Tipperary, and to provide a wide range of programmes using a variety of youth work methodologies in the provision and dissemination of youth information.

Support and guidance will be given on an on-going basis from the Chief Executive and other senior management. Individual supervision sessions will be provided by the Staff Supervisor on a monthly basis. Staff members also have access to peer supervision, and external supervision. Training and personal progression is an important element of the role. The successful candidate will undergo Garda Vetting and **must have a full driver's licence.**

### Responsibilities

Youth Information Office

### Hiring organization

Youth Work Ireland Tipperary

### Employment Type

Part-time

### Job Location

Tipperary Region

### Working Hours

28

### Date posted

June 6, 2024

### Valid through

21.06.2024

- Provide a free, confidential youth information service to young people on a wide range of subjects including careers, education, employment matters, rights and entitlements, leisure, sport, travel and European opportunities;
- Support staff to have a consistent presence in the local community to ensure that young people, their families and the wider community have open access to the service for advice and information;
- Empower young people to interpret and disseminate information so that they can apply it to their own lives and wider society;
- Actively encourage young people to use information sources, and develop information skills, as a basis for personal development;
- Advocate for young people to ensure that their voices are heard and to promote their full participation in society;
- Assist young people in producing their own information and disseminating it amongst their own peers through various forms;
- Where required, refer and signpost young people and their families to appropriate and relevant services in order to meet their needs.

#### Outreach & Community Supports

- Liaise with schools and other statutory and community services engaging with young people to promote the service and to provide workshops and information sessions on prevalent topics impacting young people;
- Work to equip those with whom young people may turn to for assistance in order to build their capacity to respond to the needs of young people;

#### Additional Responsibilities

- Document and assist in the monitoring and evaluation of activities and programmes as required;
- Participate in, and avail of, training and development opportunities;
- Work as part of the staff team of Youth Work Ireland Tipperary. This will involve participating in planning sessions, meetings, reviews and helping with the service in a collaborative way.

#### **Contacts**

Applications to be sent to [hr@youthworktipperary.ie](mailto:hr@youthworktipperary.ie) . CV and comprehensive application letter required.

**Closing date for applications Friday the 21st of June @ 5pm.**