

# MENTOR PROJECT OFFICER

# Full time : 37 hours per week

#  Garda Youth Diversion Project Dublin

**Le Chéile**

Le Chéile Mentoring works to make positive changes in the lives of young people who offend and their families through the provision of Mentoring, Family Support and Restorative Justice Services. We provide tailored and flexible services with young people at the core. We work in partnership with Crosscare, Probation, Youth Justice Services and other stakeholders to reduce the level of crime in the community and improve outcomes for young people and their families.

**Our Vision**: For every young person at risk - the right supports at the right time, to make the most of their lives

**Our Mission**: Le Chéile is a national volunteer mentoring and family support service, which works with young people and their families where the young person is involved in or at risk of offending.

For more information on Le Chéile, visit [www.lecheile.ie](http://www.lecheile.ie/)

# BACKGROUND

Le Chéile Mentoring provides a mentoring service for young people and parents referred by Crosscare Garda Youth Diversion Projects (GYDP) in the greater Dublin area. The Le Chéile GYDP team is expanding so that more young people can access the service. This service is operated as a partnership between Le Chéile Mentoring and Crosscare.

# JOB DESCRIPTION

**Role of the Project Officer**

The role of the Mentor Project Officer is to provide support for mentors working with young people and parents within the greater Dublin area. This includes assisting in the recruitment, training and supervision of volunteers as well as providing case related support. Your core responsibilities will include:

* Delivery of a quality effective service ensuring the progression and sustainability of service users and volunteers.
* Managing a caseload to achieve service targets.
* Working in collaboration and partnership with other agencies, both voluntary and statutory, to ensure good communication and cross-agency flexible working practices.
* Manage risks and ensure the protection of all mentors and mentees.

**Working Relationships:** The Garda Youth Diversion Project (GYDP) Mentor Project Officer will report to the Dublin South Team Leader and work closely with the GYDP Dublin Coordinator and other Le Chéile staff under the remit of the Eastern Regional manager.

# PRINCIPAL DUTIES AND RESPONSIBILITIES

**Duties and Responsibilities of the Project Officer**

# Recruitment & Training

* This post requires the holder to assist and support the recruitment, training and on-going development of volunteers within the project. This will include all stages of the volunteer recruitment process.
* Working in partnership with the National Volunteer Development Officer to meet the needs of volunteers

# Support & Supervision

* + Provision of regular support and supervision to volunteers in line with Le Chéile policy and procedures. The post holder will also be responsible for ensuring that all mentoring activities are carried out in line with Le Chéile policies and procedures.

# Policy & Quality Standard

* + Ensuring all policy and procedure guidelines are followed
	+ Maintaining and updating all case files and paperwork for mentees and mentors as required
	+ Providing statistical reports to Management monthly and as required
	+ Ensuring that all paperwork is received and processed on a weekly/monthly basis from volunteers. Ensuring that expenses forms are submitted to the Accounts Department in a timely manner.
	+ Contributing to the ongoing review and development of Le Chéile policy and procedures.

# Networking & Securing Referrals

* + Pro-actively ensuring that adequate numbers of referrals are received from Crosscare GYDP Projects and related services. Developing a positive working relationship with all GYDP Management, Project Staff and referrers.
	+ Matching, managing and overseeing all volunteer and parent and young person mentee relationships
	+ Organising and attending case review meetings
	+ Liaising regularly with GYDP staff/JLO’s and attend team and local management meetings as required
	+ Ensuring all referrals received by GYDP Projects and Justice Liaison Officer’s (JLO’s) have been responded to within one week.
	+ Positively promoting Le Chéile and all its service to any relevant parties.
	+ Working closely with Le Chéile staff locally and nationally and attending all Le Chéile training, supervision and other organised events.

# Case and Key Performance Indicator (KPI) Management and Programme Delivery

* + Ensuring that KPI’s are met in relation to your case load and in line with the Service level agreement with Crosscare.
	+ Assist facilitating, delivering and evaluating programmes as necessary
	+ Any other duties as requested by the project to ensure full-service uptake and delivery

# Budgeting

* Petty cash accounts to be accurately maintained and submitted to account department
* Maintain accurate records and systems in relation to budget spend and manage within budget limits
1. **Teamwork**
* Work with the Le Chéile GYDP Dublin team and attend and contribute tonLe Chéile staff meetings regionally and nationally.
* Collaborate with colleagues in the delivery of training and group supervision for volunteers
* Work with the wider eastern region team to provide peer support and actively contribute to the development of practice in Le Chéile
* Support the induction of new staff sharing knowledge of the work and participation in a buddy system

# Requirements of all Le Chéile staff

* + Commitment to the vision, mission, values and policies of Le Chéile.
	+ Participate in regular supervision with your manager and report any matter of concern in a timely manner.
	+ Identify your training needs with your line manager and participate in relevant training opportunities
	+ To be flexible regarding working hours to meet the needs of the work, including some evenings and weekends. Working during unsocial hours is required. Flexibility will be required.
	+ Other duties as may be required from time to time.

**Note:** This Job Description will be reviewed and updated in line with the needs of the work and Le Chéile.

# PERSON SPECIFICATION

**Essential Requirements:**

* Recognised qualification in Youth and Community Work, Education, Social Work, Psychology, Social Science or other related area.
* 2 years full time experience of working with young people or in the youth work sector.
* Experience of working with volunteers, preferably in a supervisory capacity.
* Full Clean Driving License and access to own car for work.
* Candidates will be subject to Garda vetting and be of good character.

# Desirable Requirements:

* + Understanding of and experience in delivering and facilitating programmes related to Mentoring.
	+ Experience of training, managing and supervising volunteers or staff.
	+ Experience in and understanding of the Youth Justice System.
	+ Excellent networking skills and the ability to liaise with the key players involved

# Skills:

* + Communication and interpersonal skills (written, verbal and listening)
	+ Facilitation and Programme delivery skills
	+ Group management and Supervision Skills
	+ Organisational, planning and administrative skills
	+ Analytical, decision making and problem-solving skills
	+ Effective negotiation and mediation skills
	+ Computer and presentation skills including the ability to use word-processing programmes
	+ Organisational, administrative and time management skills Ability to work as part of a team within le Chéile as well as working with other agencies and developing professional relationships and networks

# Attributes:

* + Strong interest in young people and diversion from crime
	+ Positive, pro-active, solution focused, flexible, energetic, innovative, respectful
	+ Leadership skills and team building skills
	+ Adhere to the goals and ethos of Le Chéile and Youth Justice services
	+ Possess cultural awareness and sensitivity

### **Terms of Employment**

**Salary Range:**                                   €32,000 to a maximum of €42,000 per annum (Commensurate with experience)

**Annual Leave:**24 days per annum

**Location:**                                          Head Office Dun Laoghaire, Dublin ( However this is office base only and the work will involve working across locations in Dublin)

**Term of Contract**:                           Fixed term contract for 2 years

**Probation:**                                         A probation period of 6 months, extendable to 9 months will apply.

**Hours:**                                              37 Hours per week. Project Officer will be required to work some evenings each month and some weekends. Flexibility will be required.

**Responsible to:**                                GYDP Dublin Team Leader

*Le Chéile is an equal opportunities employer.*



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