

**Where:** Westside Youth Project, Youth Work Ireland Galway.

**Project:** Based in local Westside community of Galway city. Cater for young people aged between 10 and 21 years of age. Focus is on empowering and assisting young people in their personal and social development. Providing a safe and supportive environment for young people to realise and achieve their full potential.

### Duties and Responsibilities

#### Personal Responsibilities:

- Time keeping and effective communication with supervisor/project worker.
- Keeping up to date with diary arrangements and meetings.

#### Office Responsibilities:

- Assisting with project administration- session planning, record keeping.
- Abiding by the health and safety rules and regulations.

#### Youth Work Responsibilities:

- Helping to plan, prepare and deliver relevant programmes to our young people in a safe and supportive environment and according to the needs of our young people.
- Ensuring a non judgemental, inclusive and youth focused working environment.
- Giving feedback and attending monthly supervision meetings with supervisor/ youth project worker.
- Flexibility in working hours- some evening and occasional weekend work. (TIL will be given where relevant)
- Understanding of working with young people with challenging behaviour.
- Understanding of working with young people from varying cultural and ethical backgrounds.

#### Other responsibilities:

- Assisting with any fundraising activities.
- Any other duties as assigned by youth project worker.