

Supporting Lesbian, Gay, Bisexual &  
Trans Young People in Ireland



## Job Description: Drug and Alcohol Youth Worker

---

<b>Salary:</b>	€36,000 per annum
<b>Hours:</b>	Full-time, 35hrs per week
<b>Reporting To:</b>	Youth Work Manager
<b>Direct Reports:</b>	Youth Work Interns
<b>Supported By:</b>	Youth Worker, Student Activities Coordinator, Volunteer Co-ordinator, Youth Work Volunteers
<b>Term:</b>	Fixed term contract of 1-year, subject to funding ( <i>inclusive of a 6month probationary period</i> ) possibility of extension subject to funding confirmation.
<b>Starting Date:</b>	ASAP
<b>Application Deadline:</b>	5pm GMT, Friday 20 <sup>th</sup> July 2018
<b>Interview Date:</b>	Week starting Monday 30 <sup>th</sup> July

### Overview

---

BeLong To's vision is for an Ireland where lesbian, gay, bisexual, transgender, and intersex (LGBTI+) young people are equal, safe, and valued in the diversity of their identities and experiences. We work with LGBTI+ young people as equals to achieve our vision through youth work, changing attitudes, and research.

Our core values are those of inclusion, integrity, and respect, in an environment of honesty and openness. Our purpose is to create a welcoming, supportive, safe and fund space for LGBTI+ young people. We are committed to collaboration and youth participation. We believe in solidarity and intersectional equality, and our work focuses on human

rights and social justice. We are dedicated to continuous improvement in everything we do.

The Drug and Alcohol Youth Worker will work as part of a small team supporting LGBTI+ young people based on a harm reduction model. This role spans, outreach, one-to-one support, facilitation of peer led LGBTI+ youth groups, provision of training to key stakeholders and the development of policy and advocating for the needs of LGBTI+ young people with respect to drugs and alcohol.

More specifically they will be responsible for: ensuring the development and implementation of four key areas covered within the National Drug and Alcohol Strategy "Reducing Harm, Supporting Recovery 2017 -2025" under the Education & Prevention Pillar, that all peer education training/programmes provided meet the needs of the LGBTI+ young people and the day to day and long-term management of the drug and alcohol service in accordance with the best practice and the organisation's values.

### Key Responsibilities and Duties

---

- Implementing the Outreach plan, protocols and managing the Outreach team
- Carrying out Outreach work to young LGBTI+ drug users and providing support in relation to alcohol/drugs issues
- Advocating on behalf of the young LGBTI+ service user community within voluntary and statutory services
- Providing education & preventative/developmental drugs/alcohol programmes
- Developing specific strategies in conjunction with the Youth Work Manager and young people in relation to problematic drugs and alcohol misuse among the LGBTI+ youth population
- Peer leading drugs/alcohol training and publications.
- Maintaining the Drugs/Alcohol section on the BeLonG To website
- Providing information and training on LGBTI+ issues for mainstream drugs services and colleges
- Ensuring continuous evaluation and development of substance misuse training and drugs/alcohol policies within BeLonG To
- Advertising LGBT training and generating funding for programmes
- Ensuring LGBT young people are represented within national drugs and alcohol policies
- Presenting findings of BeLonG To research to relevant sources

### **Youth Work Services (50%) of the role:**

- Facilitating/ supporting facilitation of BeLonG To's groups and programmes
- Planning, designing, implementing, and evaluating programmes in conjunction with BeLonG To staff and youth leaders
- Ensuring that youth work is carried out using the Critical Social Education model of youth work
- Ensuring the development of Peer Educators Panel within BeLonG and implementation of group supervision with Peer Facilitators
- Monitoring the lines of communication between peer educators and LGBT young people within BeLonG To ensuring that needs of LGBT young people are being addressed within peer lead programmes
- Providing one-to-one support to young LGBT people
- Advocating of behalf of LGBT youth and liaising with a variety of professionals including Social Workers, Probation Officers, etc.
- Networking and representing the BeLonG To Youth Project at appropriate local and national forums
- Recording the work and preparing reports for management and funders
- Preparing funding proposals and applications to further enhance the work
- Ensure attendance at weekly youth work team meetings for the purposes of information sharing, allocation of work, planning and reviewing

### **Note**

This job description is not a definitive list of tasks; rather it is designed to give an overview of the job. It is envisaged that the post-holder will use their own initiative and develop the job under guidance so that the organisations aims are achieved. It should be noted that the organisation is dynamic and fast paced and it may be necessary to step beyond the areas outlined above to support others from time to time.

### **Functional Competencies**

---

#### **Essential**

- A relevant third-level qualification, and/or at least two years' experience in youth work, community development, addiction counselling, drugs and alcohol work or other related fields
- Ability to work on own initiative and as part of a busy team
- Willingness and flexibility to work irregular hours including evenings and weekends

- Good knowledge and/ or experience of developing, delivering, and evaluating education and training programs
- Experience and an understanding of education and prevention in relation to drug and alcohol misuse and young people
- 

### **Desirable**

- Understanding of the critical social education model of youth work and/ or the principals of community development
- An understand and knowledge of the LGBTI+ community and relevant issues
- 
- Understanding of working through inter-agency partnerships and appreciation of same
- Good written and oral communication skills

### **Behavioural Competencies**

---

#### **Client Focus**

*Consistently strives to enhance existing services and influences resultant action plans.*

- |  |                |
|--|----------------|
| <ul style="list-style-type: none"> <li>◆ Organises processes around the internal/external stakeholders, taking account of complex and sensitive issues to meet their needs.</li> <li>◆ Monitors related/connected service delivered by others</li> <li>◆ Gathers and monitors stakeholders' feedback.</li> <li>◆ Encourages others to review what is being delivered to the stakeholders</li> <li>◆ Manages stakeholders' expectations, being realistic about the potential outcome - Balances stakeholders' needs with organisational needs.</li> <li>◆ Bases a new project / service on evidenced need of the stakeholders.</li> </ul> | <b>Level 3</b> |
|--|----------------|

#### **Effective Communication**

*Tailors communications to effectively reach an audience. Has the ability to influence and negotiate within requirements of the role.*

- |   |                |
|---|----------------|
| <ul style="list-style-type: none"> <li>◆ Effectively explains / conveys key, and at times complex, information (technical, legal, regulatory, or procedural) to others, adapting content and style, as necessary and ensuring that this information is understood.</li> <li>◆ Takes others' perspectives into account when negotiating or presenting arguments</li> <li>◆ Anticipates reactions to messages and adapts communications accordingly.</li> <li>◆ Proactively shares information and resources across departments which support improvement.</li> </ul> | <b>Level 3</b> |
|---|----------------|

--	--

### Team and Collaborative Working

*Builds teamwork, works collaboratively with team members and colleagues.*

- ◆ Effectively delegates, monitors and motivates the team/working group
- ◆ Sets a common aim/goal for the team.
- ◆ Seeks ideas and input from colleagues in own and other teams to make best use of expertise and improve performance.
- ◆ Creates a team environment through regular communication and involvement of staff in the activities of the department.
- ◆ Shares knowledge, experience and expertise.
- ◆ Acknowledges the contribution of others and ensures that the recognition for achievements is shared.
- ◆ Works in partnership with colleagues and other departments to achieve common goals. Works to achieve consensus.

**Level 3**

### Planning and Organising

*Contributes to the development of operational plans, ensures plans are fully implemented, monitors progress according to operational objectives. Seeks to improve how resources are used.*

- ◆ Prioritises workload to ensure everything is completed to the agreed standard, monitors progress.
- ◆ Monitors income and expenditure.
- ◆ Drafting and implementation of contingency plans.
- ◆ Where required to structure work of a team, ensures realistic timescales are set for both self and others.
- ◆ Contributes to the planning process of own department.
- ◆ Establishes effective measures of progress against agreed expectations.

**Level 3**

### Leadership

*Leads by example. Sets standards for oneself and others.*

- ◆ Establishes acceptable levels of quality and quantity of work; reviews, recognises and supports achievement.
- ◆ Gives others opportunities to practise new skills and capabilities, and provides support.
- ◆ Addresses issues of performance and quality standards across department/team.
- ◆ Understands in depth what motivates and encourages team members and colleagues.
- ◆ Relates to all colleagues with dignity, respect, objectivity and honesty.
- ◆ Deals with problematic issues effectively.

**Level 3**

### Continuous Development (Self and Others)

*Provides regular informal constructive feedback on performance to others in order to improve capability and confidence. Stays current in own field of expertise.*

- ◆ Consistently reflects on own areas for development and, where appropriate, others.
- ◆ Selects appropriate development activities from a range of competing alternatives and pursues them where appropriate.
- ◆ Continually looks for ways to expand job capabilities.
- ◆ Plans and monitors learning and development activities for self and, where appropriate, others.
- ◆ Supports and trains others in own areas of expertise, where appropriate.

**Level 3**

*\*Please note that listed above are the top 6 behavioural competencies applicable to this role and is not the exhaustive list of all competencies relevant to this role.*

### Key Relationships

Internal	External
<ul style="list-style-type: none"> <li>• Youth Work Manager</li> <li>• Youth Worker</li> <li>• Student Activities Coordinator</li> <li>• The National Network Manager</li> <li>• Executive Director</li> <li>• Communications Officer</li> <li>• Volunteers</li> <li>• Volunteer Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• North Inner-City Drugs Taskforce</li> <li>• Drugs Unit – Department of Health</li> <li>• Health Research Board</li> <li>• National Network of LGBTI+ Youth Groups</li> <li>• Drugs Taskforces Nationwide</li> <li>• Oversight Committee of the National Drugs Strategy</li> </ul>

### Overview of Practical Arrangements

#### Hours and Place of work

Full-time 35 hours per week, Sunday – Thursday with significant evening working on a rostered basis to facilitate the delivery of one-to-one, outreach and peer led groups to LGBTI+ young people. This post offers excellent flexibility to the successful candidate. The nature of this post

requires significant flexibility in the hours of work will require routine work in the evenings, at weekends and some travel nationally.

The usual place of work shall be in BeLonG To's office at 13 Parliament Street, Dublin 2 and OUTHouse, 105 Capel Street, Dublin 1.

### Holidays

---

26 paid holidays per year (pro-rata)

### The Protection & Safeguarding of Children and Vulnerable Adults

---

BeLonG To Youth Services has adopted a policy to protect and safeguard the welfare of clients. The post holder will be required to follow this policy at all times and any offer of employment shall be contingent on Garda Vetting and Reference Checks.

### Confidentiality

---

Due to the nature of this work the post holder will often be party to highly confidential and very personal matters – they must therefore be committed and able to maintain the very highest standards of confidentiality at all times.

### **BeLonG To Youth Services is an Equal Opportunities Employer.**

We are committed to an inclusive and diverse organisation. We do not discriminate based on race, ethnicity, colour, class, ancestry, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, anti-body status, marital status, membership of the roma or travelling community or any other legally protected status.

### Submitting an Application

---

Please submit a completed application form in advance of the **deadline for applications is 5pm GMT, Friday 20<sup>th</sup> July 2018.**

Applications should be submitted by email to [jobs@belongto.org](mailto:jobs@belongto.org).

We will inform candidates who have been successfully short listed by close of business on Thursday 26<sup>th</sup> of July. We regret that it is not possible to provide individualised feedback to applicants who have not

been shortlisted for interview and we kindly request that you do not call or email seeking feedback. Feedback is available for candidates called to interview.

Interviews are provisionally scheduled to occur the week commencing Monday 30<sup>th</sup> of July at BeLonG To's offices Parliament House, 13 Parliament Street, Dublin 2 ([map](#)), if you are unable to attend for interview on any dates that week please state so clearly on your application form.

## Funding

---

Funding for this role and project has been made available through the LDTF Emerging Needs Program at



An Roinn Leanaí  
agus Gnóthaí Óige  
Department of Children  
and Youth Affairs

