



## Role Description

<b>Title:</b>	Child Protection and Welfare Officer (Part-time)
<b>Responsible for:</b>	Coordination of child protection and welfare for the organisation including policy writing and interpretation; Designated Liaison Person and Garda Vetting Liaison Person duties, supporting and advising members on welfare/child protection; training provision.
<b>Responsible to:</b>	Director

### Overview:

NAYD is the national development organisation for youth theatre in Ireland. As a young person-centred organisation, we prioritise the safety and well-being of the young people we work with, and promote best-practice in child protection and welfare in our member youth theatres.

We are seeking to engage a part-time Child Protection and Welfare Officer to coordinate all aspects of NAYD's work in this important area.

### Duties and Responsibilities

#### **NAYD Designated Welfare Liaison Person to include:**

- Receiving and acting upon any child protection concerns reported as outlined in NAYD's Welfare and Child Protection Policy;
- Monitoring changes in child protection legislation/regulation and communicating any developments to the Director;
- Updating NAYD's welfare and child protection policy as appropriate for approval by the board of directors;
- Communicating and monitoring observance of welfare and child protection policy and procedures;
- Providing support and advice to NAYD staff/volunteers on welfare/child protection;
- Liaising with statutory authorities and other relevant agencies;
- Maintaining welfare and child protection records in line with NAYD's Confidentiality Policy;

- Sitting on NAYD's Complaints Committee.

**Liaison Person for Garda Vetting to include:**

- Management of the NAYD Garda Vetting Consortium;
- Provision of information to consortium members on vetting policy and procedures;
- Processing garda vetting applications on behalf of NAYD and consortium members via the e-vetting system;
- Monitoring and advising on compliance with the National Vetting Bureau Acts 2012 to 2016;
- Liaising with the National Vetting Bureau on behalf of NAYD and consortium members;
- Managing disclosures in line with NAYD's own policy and the Garda Vetting Consortium policy;
- Maintaining NAYD's garda vetting database;
- Coordinating NAYD's garda vetting decision-making procedure.

**Welfare Liaison at NAYD events, to include:**

- Providing advice, guidance and support to youth theatre leaders handling welfare issues at NAYD events;
- Providing welfare support as needed to young people participating in NAYD programmes; acting as liaison for parents;
- Recording and reporting incidents/concerns in-line with NAYD's Welfare and Child Protection Policy;
- Recruiting, inducting and supporting NAYD Welfare Officers working on events/programmes.

**Supporting and advising members in relation to welfare/child protection to include:**

- Providing advice and guidance on child protection and welfare issues on a day-to-day basis to NAYD members via telephone, email, face-to-face meetings as appropriate;
- Supporting NAYD members to develop and update their welfare and child protection policies by providing advice and guidance as well as detailed feedback on draft policies;
- Developing and updating welfare/child protection resources and guidelines;
- Organising and delivering child protection training to NAYD members.

**Person Specification:**

The ideal candidate will be of impeccable character and will have significant experience of working with young people.

### **Essential**

- Have a minimum of three years experience working directly with young people;
- Experience of working in a youth-centred organisation in the community and voluntary sector, the arts or education;
- Experience of interpreting and implementing policy;
- Knowledge of the welfare and child protection context in Ireland including current best practice and legal requirements;
- Commitment to, and understanding of, the principles of youth work and youth arts;
- Strong verbal and written communication skills;
- Excellent attention to detail.

### **Desirable:**

- Third level qualification in a relevant discipline (youth work, social work, education etc.);
- Experience of providing professional child protection and welfare advice, supports and services to those working with young people;
- Experience of providing information services to a range of clients;
- Experience of managing Garda Vetting disclosures as a Liaison Person;
- Experience of youth theatre;
- A track record of training delivery;
- An understanding of the challenges and issues facing young people today;
- Strong database management skills;
- Strong report writing skills;
- Experience in dealing with situations that require sensitivity and discretion;
- Experience in coordinating and managing a small team of people.

### **Personal Attributes**

- Interest in working with young people and commitment to supporting young people to reach their full potential;
- Strong listening skills;
- The confidence and good judgement to manage situations positively and resolutely;
- Possess a calm, measured approach;
- Excellent interpersonal skills;
- Resilient, positive and solution focused;
- Compassionate with the capacity to support young people who are experiencing difficulties;
- An appreciation of the limitations of his/her expertise with an awareness of when to seek support and guidance;
- Discretion.

**Terms:**

- The Child Protection and Welfare Officer will be required to work 15 hours per week. The successful candidate may also be expected to be available to work additional hours for NAYD events such as the National Festival of Youth Theatres, by prior agreement.
- This is a fixed-term contract of one-year duration with the possibility of extension. The contract will be subject to a 6-month probation period.
- As required by the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016, this role is subject to garda vetting. Vetting will be carried out in line with NAYD's Garda Vetting Policy.
- After the probation period, NAYD will pay a PRSA contribution of 5% gross salary

**Salary:**

- €35,000 per annum (pro-rata)

**How To Apply**

**All applicants for the post must complete an Application Form. It can be downloaded from:**

<http://www.nayd.ie/news/press/nayd-is-recruiting-a-child-protection-and-welfare-officer-1>

**Applicants should send the completed application form with a cover letter to:**

**The Director, NAYD, 7, North Great George's Street , Dublin 1, Ireland**

or by email to [info@nayd.ie](mailto:info@nayd.ie)

**Deadline for Applications**

The strict deadline for applications is **Tuesday 28<sup>th</sup> February 2017 at 5.30pm.**

Shortlisting will apply.

Candidates should be available for interview during the week of 6<sup>th</sup> March.