



## PLAN INTERNATIONAL IRELAND

**JOB TITLE:** Youth Engagement Support Officer (Part-time)

**LOCATION:** Dublin

**REPORTING TO:** Head of Programmes

**CONTRACT DURATION:** Two year fixed term contract

### ABOUT PLAN INTERNATIONAL IRELAND

Founded in 1937, Plan International is a children's charity that fights for children's rights, particularly girls, who live in the poorest regions of the world. We are an independent organisation with no religious, political, or governmental affiliations. Our vision is a just world that advances children's rights and equality for girls.

We work with girls and their communities to build schools, educate teachers, end child marriage, and much more. In emergencies, we save lives and ease suffering by providing shelter and sanitation, while also creating safe spaces to protect and keep children in school.

We work a local, national, and international level across 70 countries to influence governments to tackle the root causes of child poverty and to create a more equal world for girls.

Established in 2003, Plan International Ireland is a dynamic organisation that supports Plan International's work worldwide. Plan International Ireland has over 7,000 regular givers who support our work, primarily through child sponsorship. In addition, funding is received from a variety of sources, primarily the public through various fundraising initiatives, Irish Aid, the EU, corporates, trade unions, and trust and foundations.

In addition to its work overseas, Plan International Ireland strives to raise awareness of development issues in Ireland through media relations, key events, advocacy and development education.

## **JOB PURPOSE**

At Plan International Ireland, everything we do supports children and young people in claiming their rights. But we can't do this without listening to them and including them in decisions about our work. We work not only for children and young people, but with them as partners. By hearing the voices of young people and involving them in our work, we can make sure that everything we do has the greatest possible impact.

Young people have a fundamental right to be part of making decisions that affect them, and they have important ideas and suggestions to improve the way we work. That's why we have panels of youth advisors worldwide who are part of our decision-making – holding us to account for our promises to children and young people. Plan International Ireland established its first Youth Advisory Panel (YAP) in April 2016, and it currently consists of 16 members from the ages of 16 to 21.

It's an exciting time to join the Plan International Ireland team. This two-day a week, part-time position will work closely with the Development Education Officer and our YAP. The Youth Engagement Support Officer (YESO) will be responsible for supporting and promoting youth engagement in Plan International Ireland by ensuring that young people have the support they need to develop leadership roles and meaningfully participate in our work. The YESO is an exciting and important role to engage young people to participate in our trainings, projects and events. The post holder will support the planning and delivery of activities to engage young people with Plan International Ireland.

## **RESPONSIBILITIES**

Develop strategies to increase Plan International Ireland's engagement with young people in Ireland.

Coordinate projects, trainings and events that promote youth engagement within Plan International Ireland's work.

Identify, recruit and retain YAP members on an annual basis.

Responsible for communication and logistical support for all activities of the YAP.

Identify and strengthen relationships with existing Plan International YAP, national youth groups, and support agencies.

Liaise with Plan International Ireland's Public Engagement Team on events and activities that promote Youth Engagement.

Ensure at all times best practice in child protection and welfare standards are adhered to.

Review the effectiveness of the programme and the vision for the future.

Participating as a member of the Plan International Ireland team in team meetings, project meetings, and other forums

Carry out such other duties as may reasonably be requested by the Head of Programmes.

## **REQUIRED ATTRIBUTES**

- Passionate about young people and Active Global Citizenship.
- Degree or equivalent in either community development or youth work. Other relevant Qualifications and experience considered.
- Minimum of one years' experience in co-ordinating, developing and implementing programmes relating to Youth Leadership.
- Excellent organisational and time management skills.

- Experience of working with young people.
- Ability to lead and inspire young people.
- The ability to manage and prioritise own workload and work with flexibility, initiative and imagination.
- The capacity to work both on their own initiative and as part of a small team
- Excellent IT Skills including Microsoft Word, Excel, PowerPoint and Outlook.

## **DESIRABLE ATTRIBUTES**

- Evidence of group facilitation skills.
- Mature and responsible outlook

## **COMPETENCIES AND BEHAVIOURS**

Strong communications and networking skills: the role requires co-ordination with a diverse number of stakeholders, both internal and external. S/he will need to have strong written and verbal communication skills, and be able to adapt messages to meet diverse audiences.

Excellent time management and organisational skills: the role requires an ability to plan well and deliver on objectives in a timely way.

Proven learning, creativity and innovation ability: the role requires someone who is willing to seek out, develop and successfully implement new ideas, or adopt proven approaches that support the delivery of quality programmes.

Ability to influence, advocate and profile our work: S/he must be willing to engage with others inside and outside the organisation to promote our child rights agenda, and profile the work of Plan International Ireland.

A team player who is willing to adapt to change: S/he will be willing to respond positively and constructively to change, and play an active role in Plan International Ireland's team.

Please note that this position will require some flexibility with evening and weekend work.

## **TO APPLY**

Send your CV along with a cover letter to [hr@plan.ie](mailto:hr@plan.ie) by **5pm on Wednesday January 10<sup>th</sup>, 2018**. Please include answers to the following filter questions:

- a. Current remuneration (salary and benefits);
- b. Desired remuneration – please advise of minimum salary required and expected benefits;
- c. Notice period (in weeks and/or months).

## **PLEASE NOTE**

Only candidates legally entitled to work in Ireland will be considered.

This document is not intended to be an exhaustive job description - it serves only as an overview of the role.

Plan International Ireland regrets that only shortlisted candidates will be contacted in relation to their application.

Garda/Police checks and clearance are essential in order to take up any job offer as part of Plan International Ireland's child protection controls.