



wwetb

Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
Waterford and Wexford
Education and Training Board

Job Description: Youthreach Resource Person (Substitute Pool)

Thank you for your interest in joining **Waterford and Wexford Education and Training Board (WWETB)**. We are excited that you are considering a rewarding career with an organisation committed to making a positive impact on the communities we serve.

This job description provides you with all the key information you need to understand the role, the benefits of working with us, and what sets WWETB apart as a great place to build your career. Whether you're seeking a new challenge, professional development, or the opportunity to contribute to education and training in our region, WWETB offers a dynamic and supportive environment for your career.

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Job Description

This Job Description is designed to provide you with a clear and comprehensive overview of the role, outlining the key responsibilities and expectations that come with the position of Youthreach Resource Person. It will guide you through the tasks you will be expected to undertake and show how your contributions will play a crucial part in achieving the broader goals of the organisation.

In addition, it will highlight the essential qualifications, experience, skills, and competencies we seek in the ideal candidate. This will help you assess how your background aligns with our needs, ensuring that you are well-informed about what we're looking for and how you can best contribute to the success of the team.

Title:	Youthreach Resource Subbing Pool – Pool for all Subject Areas
Grade:	Resource Person
Location:	Youthreach Centres across Co. Waterford
Reporting to:	Centre Coordinator/Adult Education Officer
Tenure:	Short-term, casual substitute cover only
Competition Profile:	This is an open Competition
Hourly Rate:	€20.48 per hour
Working Hours:	As needs arise

Job Summary

Waterford and Wexford Education and Training Board (WWETB) invites applications from persons who are available for Short Term/Substitute Work in Youthreach Centres on a Casual Basis.

Youthreach is an innovative education and training programme jointly initiated by the Department of Education and Youth and the Department of Enterprise, Trade and Employment. It is designed to support young people who have left school early without formal qualifications. The programme aims to equip learners with the knowledge, skills, and confidence needed to participate fully in society and to progress to further education, training, or employment.

Subjects covered in Youthreach Centres include the following:

Active Leisure Studies	English & Communications	Leisure & Recreation	Social Education
Agriculture/Horticulture	Gaeilge Chumarsáideach	Mathematical Applications	Technology
Childcare: Community Care	Graphics & Construction Studies	Modern Languages	Visual Art
Craft & Design	Hair & Beauty	Music	Vocational Preparation & Guidance
Dance	Hotel Catering & Tourism	Office Administration & Customer Care	Sign Language
Drama	Information & Communications Technology (Vocational Specialism)	Religious Education	
Engineering	Information & Communications Technology (Mandatory)	Science	

Key Responsibilities

The Youthreach Resource Person plays a vital role in providing administrative support and ensuring the smooth operation of the assigned area. Working closely with line managers and colleagues, the successful candidate will contribute to the delivery of services and the achievement of organisational goals.

Duties of Youthreach Resource Person

- Working with learners with literacy and/or numeracy issues
- Responsible to the Co-ordinator for the delivery of the programme.
- Direct class contact in keeping with programme needs as required by the ETB subject.
- Curriculum delivery, implementation of certification procedures, supervision of work experience and delivery of frontline guidance and information as appropriate.
- Maintenance of discipline.
- Assessment and monitoring of learner course work.
- Administrative duties relevant to the post, including the maintenance of records and the provision of reports as required.

This job description offers a broad outline of the role's key duties and is designed to be flexible and adaptable. It will be reviewed periodically to ensure it remains aligned with organisational needs.

Essential Requirements

The following outlines the essential qualifications, skills, and competencies required for candidates applying for the **Youthreach Resource Person** position. These criteria are designed to ensure that applicants possess the necessary foundation to excel in the role and contribute effectively to the organisation's goals.

- Have a qualification or certificate in teaching/tutoring/delivery

Desirable Requirements

- Minimum of 2 years' experience in tutoring, teaching and delivery.
- Knowledge and experience of LCA and QQI processes.
- An interest in extra-curricular activities that would contribute to the wider life of the centre is likely to be an advantage.
- Experience delivering courses within a similar setting.
- Strong administrative skills
- Experience of administration systems.
- Some experience of interacting with Community & Voluntary Organisations
- Ability to make linkages/connections/collaborate with other agencies
- Supervisory experience
- Experience with management information systems and databases.

Eligibility to Apply

Candidates must, by the date of job offer, be:

- A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- A citizen of the United Kingdom (UK); or
- A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
- A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa