



JOB DETAILS

Title:	Youth Development Officer
Duration:	1 year Fixed Term Contract
Salary:	€40,000-45,000 ¹
Reporting to:	Community, Unit & Youth Manager, National Services Department

BACKGROUND INFORMATION

The Irish Red Cross Society (IRC) is part of the world's largest independent humanitarian network, the International Red Cross and Red Crescent Movement. The IRC is committed to and bound by its Fundamental Principles of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality. The vision of the Irish Red Cross is to be a leading humanitarian organisation, providing impartial services and support to vulnerable communities both at home and abroad. Our mission is to identify and deliver humanitarian assistance to those who are most in need.

SUMMARY OF IRC YOUTH PROGRAMME

The Irish Red Cross has a track record of delivering services in Irish communities through its network of 73 branches. The organisation currently has over 800 youth members, 90% of who are aged 10-24. IRC youth provide a range of educational and recreational programmes, and is committed to providing equal opportunities and fostering personal development, ensuring that young people are actively involved in both planning and decision-making processes. Programme highlights include:

- **Ukrainian integration:** a number of programmes in first aid and psychological first aid and leadership for Ukrainians in designated Accommodation Centres, as well as in the community.
- **Anti-Racism Workshops:** Educate young people about racism and promote inclusivity.

¹ This role is assigned to the Job Family of: Dev & Admin. The Irish Red Cross has 6 Job Families: Secretary General; Senior Manager; Programme/Project Manager; Coordinator; Development & Admin; Administration.



- **Humanitarian Education:** Raise awareness on global issues and foster social responsibility.
- **Youth Leadership Weekend:** Facilitates skill development and networking among Irish Red Cross Youth Leaders, focusing on leadership and program planning.
- **HIV Awareness Program:** Provides education on HIV, combats stigma, and has received awards for its impact. This programme was
- **LGBTI+ Allies Program:** Empowers youth to become peer educators, creating inclusive spaces and resisting discrimination.
- **Positive Mental Health Program:** Equips young people with tools to maintain mental well-being.
- **Anti-Bullying Campaign:** Promotes respect and kindness in schools and communities.
- **Psychological First Aid:** supporting youth with the tools to have discussions with peers on stressors, using look, listen and link methodology
- **Generation Hero:** delivering first aid training for youth in schools

SUMMARY OF ROLE

The Youth Development Officer will coordinate and deliver youth-focused events, programmes and engagement initiatives, aligned with the IRC's advocacy and community objectives, supporting both Irish Red Cross Youth members (aged 4 to 25 years) and external service users.

The role will support the Youth Working Group of volunteers who develop, implement and review policies, programmes and services within the youth section of the Society. The role will also support donor and policy-focused work through the drafting of reports, proposals, and participation in policy analysis relevant to youth engagement.

The successful candidate will have excellent planning, implementation, and evaluation skills; experience in the delivery of training/presentations/workshops and have a passion for working in a youth focused position.

ROLE RESPONSIBILITIES

Support Youth Working Group

- Work in close collaboration with youth volunteers in Irish Red Cross, in particular with the National Direct for Youth, Youth Representative and the Youth Working Group. This involves participating at the meetings, taking minutes, and following through on deliverables.



- Act as the designated contact for Irish Red Cross Youth members and volunteer leaders

Grant management

- Draft funding proposals, donor reports, and internal briefing papers.
- Maintain financial governance – work with the Finance section on budget preparation, monitoring, and reporting.
- Administer youth service grants, prepare and administer budget for funding Departments, present budget plans to the Senior Management Team.
- Maintain documentation and compliance in line with IRC's programme and donor requirements.

Programme development

- Monitor and evaluate programme effectiveness and key performance indicators.
- Develop and maintain relationships with schools, youth groups, and mental health professionals, as well as other key stakeholders.
- Liaise with relevant organisations to design and implement a youth development programme in line with Irish Red Cross's Strategic Plan.

Event management

- Plan, coordinate and deliver youth-focused events and workshops.

Communications & advocacy

- Maintain a continuing social media profile on activities of Irish Red Cross Youth for internal and external dissemination.



- Contribute to IRC's advocacy and policy engagement work, particularly relating to youth.

Stakeholder management

- Develop and maintain community relationships

Other

- Work actively towards the achievement of the Irish Red Cross goals.
- Undertake training and development as required.
- Abide by and uphold the Principles of the International Red Cross Red Crescent Movement.
- Collaborate with team members across the volunteer operational structure providing task cover as needed.
- Undertake any other reasonable work-related duties and responsibilities assigned by the relevant line manager that are consistent with the nature of the job and level of responsibility.

ROLE REQUIREMENTS

Essential Criteria

- Third-level qualification in youth work, community development, social science, education, or a related field.
- Minimum 5 years of relevant experience in youth programme delivery, community engagement, or a similar setting.
- Proven experience in event coordination and project delivery.
- Excellent English language written communication skills, including report and proposal writing.
- Strong time management and organisational skills.



- Strong experience in the use of Microsoft Office Suite together with experience in the use of digital solutions for membership management, finance administration and project management.
- Experience in management of financial administration of events and projects.
- Ability to work independently and collaboratively with diverse teams and stakeholders.
- Child Protection Training
- Knowledge of policy issues affecting young people in Ireland.

Desirable Criteria

- Qualification in Project Management
- Experience working in a humanitarian, advocacy, or non-profit context.
- Familiarity with evaluation tools and outcome reporting.
- Experience engaging with marginalised youth populations.
- Full clean drivers licence and access to a car an advantage for attendance at events.

HOURS OF WORK

This position will involve working a 35 hour week (Mon – Fri between 9am – 5pm). However, occasional work outside these hours may be necessary i.e. evenings and weekends. A time off in lieu system will operate on these occasions.

FURTHER INFORMATION

The Irish Red Cross offers the following benefits in addition to salary:

- A 5% employers' contribution to a company contributory pension scheme
- Closure of the office on Good Friday, plus two additional 'privilege days' to be used at Easter and Christmas respectively.
- Death in Service benefit of four times salary



- Flexible working hours, including opportunities for hybrid working.
- Further education, training and learning supports
- Professional subscriptions (as applicable)
- Travel (bike-to-work schemes/tax saver commuter tickets)

The Irish Red Cross is an equal opportunities employer. We value diversity and aspire to reflect this in our workforce. We welcome applications for people from all sections of the community, irrespective of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community. This role requires applicants to have the right to work in Ireland.

APPLICATION PROCESS

To apply for this role, please forward a copy of your CV, together with a cover letter setting out how you meet the essential and desirable criteria for this role to:

jobs@redcross.ie

Your email should contain **Youth Development Officer** in the subject line.

Applications should be in .pdf or MS Word format, and with file names in the following format: **<Surname>, <First name> - CV and <Surname>, <First name> - Cover Letter**

The closing date for applications is [22th of July](#).

Shortlisting for interview will be on the basis of the essential and desirable criteria for this role.

It is intended to hold initial interviews for this role on [28th of July](#).

Please note that there may be a second round of interviews.