

JOB DESCRIPTION

Job Title: Hub na nÓg Administration Coordinator

Job Ref: FRGJOB_1168

Type of contract: ongoing, subject to funding

No of hours: 35 hours per week

Responsible to: Senior Development and Research Officer

Location: Dublin (remote working up to 3 days after initial 6 months)

Annual leave: 29 days per year

ABOUT FORÓIGE

Foróige is an independent, non-profit national voluntary youth organisation engaged in out- of-school youth development and education. The organisation aims to enable young people to involve themselves consciously and actively in their own development and the development of society. Foróige employs over 500 staff and involves thousands of volunteers in the creation and delivery of high-quality services to young people through the operation of over 600 Foróige Clubs, the Big Brother Big Sister Programme, and more than 140 General Youth Services and Special Projects. These community-based and community-supported initiatives are run throughout the country, in rural and urban environments, and generally in partnership with various voluntary and statutory agencies.

The organisation is a registered charity and is supported by a combination of statutory, philanthropic and corporate funding. Foróige is an equal opportunity employer and is committed to a policy of Equality of Opportunity in its employment practices. More information on Foróige is available at www.foroige.ie

ROLE INFORMATION

Foróige holds the contract to provide the Hub na nÓg services to the Department of Children, Equality, Disability, Integration, and Youth (DCEDIY) until 2028, with a potential two-year extension. This will build on Foróige's previous record of providing these services since 2017.

The aim of Hub na nÓg is to be a centre of excellence, supporting government departments, State agencies, and non-government organisations in the inclusion of children and young people's voices in decisions that affect their lives, with a particular focus on seldom-heard children and young people. More information on Hub na nÓg is available at www.hubnanog.ie.

The main areas of work in Hub na nÓg are Training and Education, Research and Development, and incorporating children's and young people's views into important decisions that affect their lives by designing and facilitating participation initiatives, such as consultations and advisory groups. The small, remote team work closely with the DCEDIY to achieve the objectives of Hub na nÓg.

The Administration Coordinator collaborates with all members of the Hub na nÓg team to provide administrative support, coordinating training, in-person events, online meetings, and consultations with children and young people in their role. The Administration Coordinator also receives the enquiries and is the first point of contact for the public. The duties of the role include updating the online library on Hub na nÓg's website and the E-learning modules.

KEY RESPONSIBILITIES

The duties of the Administration Coordinator in carrying out any functions that may be involved in or arise out of the appointment shall be as notified by the Hub na nÓg Manager, the Board of Foróige, and/or its Chief Executive.

These duties will include, but are not limited to, the following:

General administration and coordination:

- Provide coordination and administrative support to ensure the effective delivery of all key responsibilities and objectives of the Hub
- Maintain a comprehensive filing system, record keeping, data processing management
- Update and maintain the online Hub na nÓg library and E-learning modules
- Take minutes and provide administrative support for meetings

Event and Stakeholder Coordination:

- Collaborate with the Senior Education and Training Officer and other team members to coordinate all administrative aspects of training and other events for relevant stakeholders, including venue, catering, health and safety, registration, and materials when in person
- Co-ordinate any administrative tasks related to Hub na nÓg panels, including external trainers, facilitators, and report writers to include Garda Vetting and reference checks
- Coordinate online events, including online Zoom meetings and webinars
- Support the development and coordination of the Hub na nÓg Network of Practice, including event planning, venue liaison, hospitality arrangements, materials, and attendance management

Children and Young People's Consultations and Advisory Groups:

- Support the planning, organisation and delivery of all administrative aspects of consultations and groups involving children and young people
- Develop and manage consent and assent forms, invitations, and attendance tracking
- Coordinate and prepare all necessary materials and resources for consultations with the support of the team
- Provide technical and logistical support during online and in-person consultations
- Communicate with young people and parents and guardians as required

Enquiry Management and Communication:

- Manage Hub na nÓg's info@ email account, issuing holding responses where appropriate and coordinating the distribution of inquiries following team discussions
- Receive direct enquiries via the organisation's designated phone number, noting and directing queries to the relevant team member as needed

Petty Cash and Expenses Recording and Reporting:

- Implement organisational financial procedures, including sourcing quotes and managing petty cash
- Track expenses, generate quarterly reports, and liaise with suppliers regarding invoices and payments

Additional contributions:

- Contributing to the broader participation work of the DCEDIY Participation Unit as required and as agreed and outlined in the work plan
- Any other relevant duties as deemed necessary by the National Council, the Chief Executive, or the Hub na nÓg manager for the effective implementation of Foróige's policies and programmes

Professional Qualifications and Experience (E) = Essential, (D) =Desirable

- A minimum of 2 years of relevant work experience **(E)**
- A high level of IT Skills, including but not limited to proficiency in Microsoft Office (Including Excel) and an ability to learn and use other IT software and systems **(E)**
- A high level of skills and experience in office management and administration tasks, minute-taking, organisation and records and file management **(E)**
- Experience with Zoom and online meeting platform coordination **(E)**
- Experience in expense and petty cash tracking, recording and reporting **(E)**
- Experience in updating websites **(D)**
- Ability to be creative and work in a timely and efficient manner **(E)**
- Education to 3rd Level Degree standard **(D)**
- Experience in using Adobe Editing software, Canva or other design-related software or a desire and ability to upskill in this area **(E)**
- Experience in assessing and ensuring health and safety **(D)**
- Experience in event coordination, catering, venue, and guest list management **(D)** • Full Driving License and access to car **(E)**

Person Specification (all Essential requirements)

- Excellent interpersonal skills, including the ability to liaise with a wide range of contacts and build and maintain effective working relationships
- High level of professionalism at all times
- Communication and teamwork skills
- Flexibility and adaptability
- Excellent standards of accuracy and attention to detail and organisational skills
- Ability to be proactive, use own initiative and work effectively within a pressurised environment
- Good written communication skills

- Ability to follow organisational guidelines and processes
- Have respect and positive regard for children and young people and their rights

Requirements of all Foróige staff (all Essential requirements)

- Commitment to the purpose of Foróige and to work within the values, policies and procedures of the organisation
- Act consistently in a professional manner at all times
- Participate in regular supervision with your line manager
- Flexibility in relation to work hours to accommodate the needs of the job. Work during unsocial hours may be required.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role
- To undertake other duties as may be requested by the Chief Executive Officer of Foróige or their nominee from time to time

Benefits:

Salary: The salary for this position will be based off of the Foróige Support Services Officer salary scale: €34,250, €35,807, €37,367, €38,925, €40,486, €42,048, €43,610, €45,941, €48,270, €51,457.

Pension: Contributory pension benefits.

Flexible Work: Flexible work practices that support work-life balance. (Remote Working Policy (Hybrid) applies post Probationary Period).

EAP: 24/7 Employee Assistance.

Career Break: Up to 2 years Career Break after 3 years of service.

Unpaid Leave: Up to 6 months Unpaid Leave Break after 1 year of service.

Maternity and Paternity Benefit: Top up Maternity and Paternity Benefit pay

Other Information:

Funding: It must be understood that if the funding for the post is discontinued, the post holder's contract may be terminated.

Garda vetting: As our work involves contact with young people, candidates under consideration for employment in Foróige will be subject to Garda vetting.

Annual Leave: Entitled to 29 days of annual leave pro rata, plus public holidays. The needs of the job must be considered when applying to take this leave.

Hours of work: This is a full-time post, and the successful candidate will be expected to work a minimum of 35 hours per week. Please note this position will require flexibility in relation to working hours. You will be required to work regular evenings and regular weekends.

Travel: This post will involve domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate Foróige rates

Applications: Applications are open to internal and external candidates. Applications should be made by way of CV and Cover Letter only and emailed in a readable format to recruitment@foroige.ie