



**Job Title:** Youth Officer

**Job Reference:** FRGJOB\_1179

**Type of contract:** Fixed Purpose - Maternity Cover

**Responsible to:** Senior Youth Officer, Foróige Roscommon UBU.

**No of hours:** 28 hours per week minimum

**Location:** Ballaghaderreen, Co. Roscommon.

### **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 500 staff and involves thousands of volunteers in the creation and delivery of high quality services to young people through the operation of over 500 Foróige Clubs and over 200 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.

### **Project information**

The Roscommon Youth Service 1 is funded by the Department Education and Youth through the Galway Roscommon Education and Training Board (G.R.E.T.B.). The project aims to support young people ages 10-24 years who have identified needs additional to the general population. This Project will operate under the UBU Your Place Your Space scheme guidelines, and informed by the GRETB service requirement. The aim of the service is to give young people an opportunity to overcome adversity and reach their full potential in a safe and supportive environment. The successful candidates will work as part of the Foróige and Roscommon Youth Service team in County Roscommon and will have responsibility for delivering a service to young

people in Boyle, Ballaghaderreen, Castlerea and Roscommon Town and its hinterlands. The project will provide a range of targeted interventions/services, including:

- Design, delivery and evaluation of recreational and developmental groups and activities that support the target group of young people to reach their fullest potential.
- The operation of intensive group work programmes
- Individual programmes
- Special interest preventative programmes
- Supporting young people access other community supports

### **Key Responsibilities**

The successful candidates will be employed by Foróige and will be given a contract of employment for a fixed term. It must be understood however, that if the positions become redundant at any time during the period of the contract or if the funding for the post is discontinued or a post holder fails to perform satisfactorily, employment may be terminated. The duties of the Project workers in carrying out any functions, which may be involved in or arise out of the appointment, shall be as notified by the board of Foróige and/or its Chief Executive and/or the nominee of the Chief Executive from time to time. These duties will include but are not limited to:

- Assess the needs and interests of young people in the area with a particular focus on the target group based on the social profile undertaken by G.R.E.T.B.
- Facilitating and supporting the identified needs of young people in Boyle and Ballaghaderreen, Castlerea and Roscommon Town.
- Plan, implement and evaluate all programmes including school holiday programmes for young people in the target group. These programmes will primarily be run out of school and after school, including evenings and weekends.
- Deliver individual support to young people who are experiencing difficulties including but not limited to integration, education, employment, substance misuse, isolation, early sexualised behaviour or mental health.
- A passion for, and ability to support, the development of undocumented young people.
- Support young people in accessing other community-based supports.
- Deliver programmes which promote meaningful youth participation.
- Meet the reporting standards required by the funders by maintaining records and observing professional standards in respect of confidentiality and data protection.
- Networking and liaising with other agencies/organisations/referrers and community groups in the area in order to initiate and contribute to responses to meet youth needs. In particular liaise with the G.R.E.T.B. Youth Officer to ensure the Project meets the targets of the UBU Your Place Your Space scheme.
- Promote the service to potential users and the wider community.
- Any such other relevant duties as the board of Foróige and/or the Chief Executive Officer or the nominee of the Chief Executive Officer shall deem necessary for the effective implementation and the policy and programmes of Foróige.

Note: These roles will require flexibility and adaptation to new and changing situations on an ongoing basis.

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

- Education to Degree standard (note: candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications) (E)
- A minimum of 1 year relevant work experience in youth work (E)
- Access to car and full driving licence (E)
- High level of motivation / ability to work on own initiative (E)
- Ability to work as part of a team of staff (E)
- An understanding of youth and community work methodologies (E)
- A creative approach to working with young people i.e. an ability to engage young people through a non-formal community based model: Ex. Music, STEM, Art, Sports etc. (D)
- Ability to build and maintain relationships with relevant funders and local agencies (E)
- Good communication skills including oral and written (E)
- Experience in managing budgets (D)
- A working knowledge of the area (D)
- D1 license (D)
- Experience of working with minority communities, in particular the LGBTI+ community (D)

### **Person Specification (all Essential)**

- Ability to build and maintain effective relationships with young people
- Good interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships
- Excellent standards of accuracy and attention to detail
- Ability to be proactive, use own initiative and work effectively within a pressurised environment
- Positive and flexible approach to working as part of a team
- Good written communications skills, including ability to draft summary information and correspondence, good report writing skills
- Ability to follow organisational guidelines and processes.
- Good computer skills, including Word, Excel, Internet, PowerPoint and social media

### **Requirements of all Foróige staff (all Essential)**

- Commitment to the purpose of Foróige and to work within the values, policies and procedures of the organisation.
- To act consistently in a professional manner at all times.
- To participate in regular supervision with your line manager.
- Flexibility in relation to hours of work to meet the needs of the work. 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 Board of Foróige and /or the Chief Executive Officer of Foróige or their nominee from time to time.

### **Additional Considerations for the**

**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.

**References:** The successful candidate will undergo 2 reference checks before commencing employment with Foróige.

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

**Hours of work:** Minimum of 28 hours per week. Please note this position will require flexibility in relation to working hours. It is expected that the Youth Officer will work three late evenings per week (up to 22:00) and some weekend work.

**Salary:** The salary for this post is point 1 and is based on the Youth Worker Salary Scale €37,436, €38,994, €40,552, €42,113, €43,671, €45,235, €46,798, €49,127, €51,457.

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

**Base:** The Phoenix Youth Centre, Ballaghaderreen, Co. Roscommon.

**Applications:** Applications should be made by way of the [Foróige job application form only](#).

*Foróige is committed to a policy of Equality of Opportunity in its employment practices*