



**Job Title:** Youth Officers

**Number of vacancies:** 2

**Job Reference Number:** FRGJOB\_1186

**Location:** D15

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Foróige is an independent, non-profit national voluntary youth organisation engaged in out-of-school youth development and education. The organisation enables 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 400 Foróige Clubs, the Big Brother Big Sister Programme and over 140 General Youth Services and Special Projects - including over 40 Youth Diversion Projects.

This post is funded by the Department of Children, Equality, Disability, Integration and Youth UBU Your Place Your Space Scheme through the Dublin and Dun Laoghaire ETB, and is provided and managed by Foróige.

There is currently a vacancy for a Youth Officer's, who will be employed and managed by Foróige to develop and implement the programme of the UBU scheme. You will work as part of a team and will be involved in the recruitment of young people into programmes, activities and summer programmes. You will be involved in working with young people aged 10 - 24 years, who have been identified under five target groups. The work includes some unsocial hours including late evenings and Saturdays.

### **Key Responsibilities**

- In conjunction with the Foróige Manager and the other Youth Officer in the UBU Service, being responsible for the design, organisation/coordination and implementation of educational and support programmes with young people.

- Working with the community and with other professionals to identify the young people to be targeted for the Service.
- Establishing volunteer led Foróige clubs and groups in partnership with local communities through the recruitment of volunteer leaders and members.
- Enlisting the support of parents, family members and other volunteers and enabling them to engage effectively with the target group in youth development activities
- Provision of other youth work interventions including design, facilitation and evaluation of summer programmes, school holiday programmes and occasional weekend work.
- Together with the other youth officer, provision of late-night work and Saturday work
- Attending meetings and preparing written reports as required for the Management/Advisory Committee and funders.
- Ensuring the ongoing implementation of the fundamental purpose and philosophy of Foróige.
- Any such other relevant duties as the board of Foróige and/or the Chief Executive or the nominee of the Chief Executive shall deem necessary for the effective implementation of Foróige's policy and programmes.

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

- Education to Degree standard preferably in the area of Youth/ Justice
- / Social / Community Work **(E)** (candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications)
- A minimum of 1 year's relevant work experience **(E)**
- Ability to relate to young people and engage the target group **(E)**
- Paid or voluntary, experience working with young people **(D)**
- An understanding of Youth Work and Community Work methodologies **(D)**
- Knowledge and experience of Foróige and its programmes **(D)**
- Access to a car and full driving licence. **(E)**

#### **Person Specification (All Essential requirements)**

- 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
- Excellent written communications skills, including report writing and the ability to draft summary information and correspondence.
- Ability to follow organisational guidelines and processes.
- Good computer skills, including Word & Excel, PowerPoint and Social Media skills

### 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
- 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 will be required
- Identify training needs with your line manager and participate in training opportunities appropriate to the role
- 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 will be required

### Benefits

**Salary:** This will be based off of the Foróige Youth Officer Salary Scale: €37,436, €38,994, €40,552, €42,113, €43,671, €45,235, €46,798, €49,127, €51,457. Starting point for these roles will be between point 1 and 4.

**Annual Leave:** 29 days annual leave plus Good Friday

**Pension:** Contributory pension benefits.

**Training & Development:** Structured onboarding together with a 9-day Foróige Induction Programme. Ongoing CPD.

**Study Leave:** Up to 5 days paid Study Leave per year of course.

**Organisation Culture:** Support & Supervision policy and practises that supports your professional development.

**EAP:** 24/7 Employee Assistance

**Career Break:** Up to 2 years Career Break after 3 years' service.

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

**Flexible Work:** Flexible work practices that support work life balance.

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

## **Other Information**

**Garda vetting:** Candidates under consideration for employment in Foróige will be subject to Garda vetting.

**Hours of work:** You will be expected to work a minimum of 35 hours per week. The position will require flexibility in relation to working hours. It is expected that you will work some late evenings/ nights per week and some weekend work.

**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:** Please complete the Foróige Application which is available [here](#).