



## JOB DESCRIPTION

<b>Job Title:</b>	Youth Worker, Tallaght Youth Service- UBU
<b>Type of contract:</b>	Ongoing Contract
<b>No of hours:</b>	35 hours per week minimum
<b>Location:</b>	Tallaght, Dublin 24.
<b>Annual leave:</b>	29 days per annum

### **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 600 staff and involves thousands of volunteers in the delivery of quality services to young people through volunteer led Foróige Youth Clubs and a range of staff led youth services and projects. These community-based and supported initiatives are run across Ireland, in rural and urban environments, in partnership with various voluntary and statutory agencies. The organisation is a registered charity and is supported by 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 & Roles**

Tallaght Youth Service provides many educational and developmental programmes for young people that build social, emotional and practical skills and which provide connection to peers and community in positive social spaces. Tallaght Youth Service is provided by Foróige in partnership with Dublin and Dun Laoghaire Education and Training Board (DDLETB). It is funded by the Department of Children, Equality, Disability, Integration & Youth under the UBU- Your Place, Your Space targeted youth funding scheme.

UBU Projects aim to provide out-of-school supports to young people in their local communities to enable them to achieve their full potential by improving their personal and social development outcomes.

This role involves working directly with young people in a variety of youth work settings. The work includes identifying and engaging targeted young people, providing group and individual interventions, programme development, recruitment of adult volunteers, delivery of youth leadership training, consultancy, and coordinating school holiday programmes.

There is currently a full-time youth worker position available. The role is an ongoing contract and is based in Foróige office in Jobstown, Tallaght.

The successful candidate will work as part of the Foróige team in Tallaght, Dublin 24 reporting to the Senior Youth Officer and Foróige Area Manager and will have responsibility for coordinating and delivering community-based youth work initiatives and programmes directly to diverse target groups of young people.

The successful candidate will be employed by Foróige and will be given a contract of employment. It must be understood however, that if the position becomes 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.

### **Key Responsibilities**

The duties of the Youth Worker will include but are not limited to:

- In collaboration with colleagues and community stakeholders, identifying and recruiting targeted young people to engage in programmes & interventions offered by the project
- Working directly with young people individually and in group work settings on programmes and initiatives that address their identified needs.
- Direct delivery and implementation of appropriate, creative education and support programmes with identified groups of young people.
- Engaging young people and the community in the identification of needs and the design of education programmes to young people and adult volunteers.
- Identifying and recruiting adult volunteers to youth work and other roles within the community that support the development of young people and youth work.
- Provision of support, development and training for volunteers and volunteer led youth clubs and groups, enabling volunteers to be effective in their roles with young people
- Networking and Co-operating with other agencies/organisations and community groups in the area in order to initiate and contribute to responses to meet youth needs.
- Promoting and maintaining a profile for youth work and Foróige projects in the community
- Reporting to the Senior Youth Officer & Foróige Area Manager.
- Preparing written reports as required for management and funders.
- Any other relevant duties requested by the board of Foróige and/or the Chief Executive or their nominee for the effective implementation of Foróige's policies and programmes.

### **Professional Qualifications and Experience**

**(E) = Essential, (D) = Desirable**

- Education to National Degree standard. **(E)** *(candidates with strong, relevant work experience may also be considered in lieu of degree qualifications)*
- A minimum of 1 year relevant paid or voluntary experience working with young people **(E)**
- Highly organised, systematic and flexible in approach. **(E)**
- Exceptional administrative skills **(E)**
- Access to a car and full driving licence **(D)**
- Ability to engage young people creatively through the use of technology **(D)**

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

- 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 team working.

- Good written communications skills, including ability to draft summary information and correspondence.
- Good computer 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.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.

### **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.

**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 for relevant courses.

**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:** The successful candidate will be required to work a minimum of 35 hours each week. It is expected that the Youth Officer will work up to three weekday evenings per week and occasional Saturday/ Sundays.

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

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