



gretb
Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
Galway and Roscommon
Education and Training Board



JOB DESCRIPTION

JOB TITLE:	Project worker – Knocknacarra UBU
LOCATION:	Knocknacarra, Galway
HOURS:	35 hours per week minimum
CONTRACT TYPE:	On going
ANNUAL LEAVE:	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 400 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 over 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.

ROLE INFORMATION

The Knocknacarra UBU Project is funded by the Department of Education and Youth through the Galway Roscommon Education and Training Board (G.R.E.T.B.). The Projects aim to support young people ages 10-24 years who have identified needs additional to the general population. Their aim is to give young people an opportunity to overcome adversity and reach their full potential in a safe and supportive environment. The successful candidate will work as part of the Foróige team in Galway city and will have responsibility for delivering a service to targeted young people in Galway city. The Projects will provide a range of targeted interventions/services, including:

- Development of community-based youth groups
- The operation of intensive group work programmes
- Individual programmes
- Special interest preventative programmes

KEY RESPONSIBILITIES

The successful candidate will be given contract of employment by Foróige, 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. The duties of the Project Worker shall be

notified by the board of Foróige and/or its Chief Executive or nominee. These duties will include, but are not limited to:

- Assess the needs and interests of young people in the area
- 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 integration support to young people from different ethnic backgrounds, as well as young people who are experiencing difficulties with education, employment, substance misuse, isolation or mental health.
- Supporting: 1. socialisation opportunities and support for young socially isolated people 2. young people from all ethnic backgrounds to build relationships and understanding 3. young people with mild mental health issues to engage with their peers and supportive adults 4. a non-judgemental environment and developmental experience for young people who are at risk of or engaged in anti-social behaviour, around alternative behaviour patterns and harm reduction, leading to self-discipline, resilience and determination and problem solving
- Deliver programmes which promote 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 Project meets its assigned targets.
- 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 and the Galway Youth Project.

Note: This role 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 **(D)**
- 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 educational activities such as music technology/S.T.E.A.M./circus skills/outdoor education etc **(D)**
- Ability to build and maintain relationships with relevant funders and local agencies **(D)**
- Good communication skills including oral and written **(D)**
- Experience in managing budgets **(D)**
- A working knowledge of the area **(D)**

PERSON SPECIFICATION (all Essential requirements)

- Ability to build and maintain effective relationships with young people, volunteers, parents, community members and other professional staff
- 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.
- Available to work unsocial hours which may include late evening and or weekend
- Good computer skills, including Word processing, Excel, Internet and PowerPoint.

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 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 Chief Executive Officer of Foróige or their nominee from time to time

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.

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

Base: Foróige office, Knocknacarra Community Rooms, Knocknacarra, Galway H91 R6PW.

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