



## JOB DESCRIPTION

<b><u>JOB TITLE:</u></b>	<b>COORDINATOR (1 PART-TIME POSITION) (Senior Youth Officer)</b>
<b><u>PROJECT:</u></b>	<b>STRENGTHENING FAMILIES PROGRAMME, KILDARE</b>
<b><u>CONTRACT TYPE:</u></b>	<b>2 YEAR FIXED - PURPOSE</b>
<b><u>RESPONSIBLE TO:</u></b>	<b>AREA MANAGER</b>
<b><u>HOURS:</u></b>	<b>21 HOURS PER WEEK</b>
<b><u>ANNUAL LEAVE:</u></b>	<b>29 DAYS PER YEAR (PRO-RATED)</b>

### **ABOUT FORÓIGE**

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 170 General Youth Services and Special Projects

### **ROLE INFORMATION**

This new position comes about as a result of a partnership between Kildare CYPSC, County Kildare Leader Partnership (CKLP) and Foróige. The successful candidate will be employed by Foróige as Coordinator of the Strengthening Families Programme in Kildare. This is at Senior Youth Officer Level.

The programme is funded by SICAP through CKLP and Kildare CYPSC, managed by Foróige and supported by a local steering committee. The Strengthening Families Programme (SFP) is an evidence-based family skills programme which has been reviewed internationally by the Cochrane library and proven to be twice as effective as the next best family intervention programme. SFP was originally developed for families where dependent substance use is an issue, to reduce environmental risk factors and increase protective factors with the purpose of increasing resilience in high-risk young people. The programme engages the whole family and has been proven to be effective in improving family communication and resilience.

SFP has been successfully delivered by Foróige in partnership with local stakeholders in county Kildare for 10 years, since the first programme in 2008. After a short break, we are excited to be in a position to deliver the programme again.

## **KEY RESPONSIBILITIES**

The successful candidate will be given a 2-year fixed - purpose 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.

The duties of the SFP Coordinator in carrying out any functions, which may be involved in or arise out of the appointment, shall be as notified by the Area Manager, the board of Foróige and/or its Chief Executive. These duties will include but are not limited to:

- Coordinating the delivery of one Strengthening Families Programme per annum in Kildare
- Planning and implementation of SFP in conjunction with the local interagency SFP Steering Committee
- Recruiting and supporting stakeholders to become facilitators and/or link workers
- Organising and delivering Group Leader training, information sessions and booster sessions as required
- Networking, promoting the programme and development work
- Managing the logistics of the programme including budget, transport, venue, catering, childcare, etc.
- Overseeing the Garda Vetting and Safeguarding processes for the programme
- Evaluation of the programme
- Compiling with the assistance of the Area Manager, reports and plans as required by the funder, supporting staff to do this and ensuring that deadlines are adhered to.
- Supporting staff to ensure that they are fully compliant with Foróige policies, procedures and guidelines
- Administration, budgeting, resource management and managing relations with stakeholders, funders, other organisations and agencies
- Initiating and contributing to local, regional and national initiatives, committees and structures in relation to responding more effectively to the needs of young people and families
- Ensuring the implementation of the fundamental purpose and philosophy of Foróige
- Any other duties that may be assigned from time to time

## **PROFESSIONAL QUALIFICATIONS AND EXPERIENCE E= Essential, D= Desirable**

- Education to National Degree standard **(E)**
- Demonstrable knowledge and understanding of Foróige's philosophy and approach to youth work and engaging young people and families **(E)**
- A minimum of 3 years' experience of working with young people or families **(E)**
- Experience delivering evidence-based programmes **(D)**
- Strengthening Families Programme Group Leader or Master Trainer **(D)**
- Experience working with families and parents, particularly in delivering parenting and whole family programmes **(D)**
- Ability to work in an efficient manner and to lead and motivate others. **(E)**
- Car owner with full driving licence **(E)**

## **PERSON SPECIFICATION (all **Essential** requirements)**

- Ability to build and maintain effective working relationships
- Good interpersonal skills, including ability to liaise with a wide range of contacts.
- Excellent organisational skills and high 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.
- 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** 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 the board of Foróige and /or the Chief Executive Officer of Foróige or their nominee from time to time

#### **ADDITIONAL CONSIDERATIONS FOR THE ROLE**

<b>Funding:</b>	It must be understood that if the funding for the post is discontinued the post holder's contract may be terminated.
<b>Garda vetting:</b>	As our work involves contact with young people, candidates under consideration for employment in Foróige will be subject to Garda vetting.
<b>Annual Leave:</b>	The SFP Coordinator will be entitled to 29 days annual leave pro rata plus public holidays. The needs of the job must be considered when applying to take this leave.
<b>Hours of work:</b>	The Part Time SFP Coordinator will be expected to work 21 hours per week. Please note these positions will require flexibility in relation to working hours including early mornings, late evenings and weekends as necessary
<b>Salary:</b>	The salary for this position will be as per the Foróige Senior Youth Officer salary scale: €52,883, €54,851, €56,823, €58,793, €60,759, €62,725.
<b>Travel:</b>	This post will involve domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate Foróige rates.
<b>Base:</b>	The base for this post is Foróige Office, Rosconnell Close, Newbridge
<b>Applications:</b>	Applications are open to internal and external candidates. Applications should be made by way of the <u>Foróige job application form</u> only which is available <a href="#">here</a> .

**Interviews:** There will be 2 stages of interviews.  
Internal candidates may be required to attend first round stage interview

***Note: A panel may be formed from which future positions funded from a variety of sources may be filled.***