



## JOB DESCRIPTION

<b>Job Title:</b>	Youth Officer; Nenagh UBU Service
<b>Type of contract:</b>	Fixed Purpose Secondment Cover
<b>No of hours:</b>	35 hours per week minimum
<b>Location:</b>	Foróige Office, Nenagh
<b>Annual leave:</b>	29 days per annum pro rata

### **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 and over 140 General 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.

### **Role**

Nenagh UBU is provided by Foróige in partnership with Tipperary Education and Training Board (TETB). It is funded by the Department of Children, Equality Disability Integration and Youth through the UBU- Your Place, Your Space targeted youth funding scheme.

Foróige employs over 40 staff through various targeted Youth Work projects and initiatives in the South Region that provide a range of educational and developmental services to young people. These services include, identification and recruitment of targeted/ at risk young people, establishment of group and individual interventions, programme development and implementation, recruitment of adult volunteers, youth leadership training, organisational development, consultancy, advice and information and school holiday programmes. Interventions are delivered with a specific focus on those areas and communities experiencing specific disadvantages.

The successful candidate will work as part of the Foróige team in the South Region, reporting to the Regional Manager and will have responsibility for:

- Coordinating and delivering community based youth work initiatives and summer programmes directly to at-risk and targeted young people.

### **Key Responsibilities**

The successful candidate will be employed by Foróige and will be given a contract of employment on an ongoing basis. 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 Youth Officer will include but are not limited to:

- Working directly with targeted 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 including programmes that incorporate the use of technology or outdoor pursuits.
- Working with the community as well as colleagues and other organisations to identify and recruit targeted young people for involvement in the project in line with funder requirements.
- 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 Foróige Regional 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)**
- A minimum of 1-year relevant work experience with young people **(E)**
- Highly organised, systematic and flexible in approach. **(E)**
- Exceptional administrative skills **(E)**
- Access to a car and full driving licence **(E)** D1 Licence **(D)**
- Ability to engage young people creatively through the use of technology **(D)**
- Paid or voluntary, experience working with young people **(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, including Word, 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.

#### **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>References:</b>	The successful candidate will undergo 2 reference checks before commencing employment with Foróige.
<b>Hours of work:</b>	The successful candidate will be required to work a minimum of 35 hours each week. This position will require flexibility in relation to working hours. It is expected that the Youth Officer will work up to 3 late evenings/ nights per week (up to 10pm) and some additional work on Saturdays / Sundays. Time off in lieu of weekends worked will be allowed. Overtime will not be paid.
<b>Annual Leave:</b>	29 days' annual leave (pro rata) per year plus public holidays.
<b>Salary:</b>	Foróige Youth Officer Scale: €37,436, €38,994, €40,552, €42,113, €43,671, €45,235, €46,798, €49,127, €51,457
<b>Base:</b>	Nenagh
<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.

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

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