



## JOB DESCRIPTION

<b><u>JOB TITLE:</u></b>	<b>Youth Officer X 1</b>
<b><u>PROJECT:</u></b>	<b>Croom UBU Project</b>
<b><u>LOCATION:</u></b>	<b>Croom, Co. Limerick</b>
<b><u>CONTRACT TYPE:</u></b>	<b>Full Time, Fixed Purpose</b>
<b><u>RESPONSIBLE TO:</u></b>	<b>Regional Manager</b>
<b><u>HOURS:</u></b>	<b>35 Hours Per Week Minimum</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 aims to enable 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 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.

### **PROJECT INFORMATION**

The Croom UBU Project is managed by Foróige and funded through the Limerick and Clare Education and Training Board on behalf of the Department of Children, Equality, Disability, Integration and Youth and the UBU- Your Place, Your Space targeted youth funding scheme. The project serves Croom along its associated communities. The project provides a range of interventions and services to local young people, particularly those at risk / disadvantaged.

These interventions/services will include:

- ☐ Community based youth groups
- ☐ Direct work, special interest and preventative programmes
- ☐ Personal development programmes
- ☐ Programmes to support young people in school and family situations
- ☐ School holiday activity programmes
- ☐ Identifying and responding to local youth issues
- ☐ Involving the community in the project

❑ Recruiting, training and supporting volunteer adult youth leaders.

Some of these services will be organised or delivered in co-operation with other local youth serving agencies such as schools, HSE, Gardaí, sports groups etc.

### **KEY RESPONSIBILITIES**

The successful candidate will be employed by Foróige and will be given a contract of employment covering Secondment Leave. 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 in carrying out any functions, which may be involved in or arise out of the appointment, shall be as notified by the board of Foróige and/or its Chief Executive and/or the nominee of the Chief Executive from time to time. These duties will include but are not limited to:

- Designing, organising, implementing and administrating of educational and support programmes with targeted groups of young people or individuals including, evenings / nights and weekends in line with the list of interventions/services as listed above.
- Working with the community and other professionals to identify the young people to be targeted for the Project.
- Enlisting the support of parents, family members and other volunteers and enable them to engage effectively with the target group in youth development activities.
- Reporting to the Foróige Manager. Attending meetings and prepare written reports as required
- 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 and the policy and programmes of Foróige and the Croom UBU Project.

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

- Education to National Diploma or Degree standard preferably in Youth / Community Work / Social care etc (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 **(D)**
- Access to car and full driving licence **(E)**
- Ability to engage target group **(E)**
- Paid or voluntary, experience working with young people **(D)**
- An understanding of Youth Work and Community Work methodologies **(D)**

### **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

- 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>Medical:</b>	The successful candidate will be required to complete a medical questionnaire / undergo a pre-employment medical.
<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>Annual Leave:</b>	The Youth Officer 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 Youth Officer will be expected to work a minimum of 35 hours per week. Please note this position will require flexibility in relation to working hours. It is expected that the Youth Officer Worker will work some late evenings (up to 10pm) and some weekend work.
<b>Salary:</b>	The salary will be based on the Foróige Youth Officer Scale (pro-rated)
	€37,436, €38,994, €40,552, €42,113, €43,671, €45,235, €46,798, €49,127, €51,457

<b>Travel:</b>	This post will involve some domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate Foróige rates.
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**Base:** The employment base for this post will be Croom Community Complex, Croom, Co. Limerick

**Applications:** Applications should be made by way of the Foróige job application form [here.](#)