



JOB DESCRIPTION

<u>Job Title:</u>	Youth Officer
<u>Project:</u>	The Drum Project, Kilkenny
<u>Contract Type:</u>	Fixed Purpose Secondment cover end 31st of Dec
<u>Hours:</u>	35 hours per week minimum
<u>Annual leave:</u>	29 days per year (pro-rated)

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 550 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 170 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 Foróige DRUM Youth Project & Health Café was established in September 2009. It is funded by Kilkenny County Council and Tusla and administered by Foróige, The National Youth Development Organisation. The project aims to enable young people in Kilkenny City and County to involve themselves consciously and actively in their own development and the development of their community so as to enhance their life chances and to assist them in fulfilling their potential. The service is offered predominantly to 12-18 year olds, with many at levels 2 and 3 or the Hardiker model. However, there are targeted participants as young as 10 years and up to 24 years engaged in the service.

KEY RESPONSIBILITIES

The successful candidate will be employed by Foróige and will be given a fixed purpose contract of employment to the end of December 2025. 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 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 educational and support programmes with targeted groups of young people or individuals during outside of school hours including late evenings /nights and weekends, based on their needs.
 - Supporting, with colleagues, the Drop in Youth Café which takes place on Friday evenings and Saturday afternoons.
 - Recruiting, training and supporting project volunteers.
 - Providing support to parents and families as required.
 - Working with the Kilkenny 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 Senior Youth Officer.
 - Attending meetings and preparing written reports as required
 - 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 Drum Youth Project.

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

- Education to National Diploma or Degree standard preferably in Youth / Community Work (note: candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications) **(E)**
- Is a current member of The Drum staff team **(E)**
- A minimum of 1 year relevant work experience in a similar role **(E)**
- Access to car and full driving licence **(E)**
- Ability to engage target group **(E)**
- Excellent team working skills **(E)**
- Knowledge and experience of Foróige and its programmes **(E)**
- Experience working with families **(D)**
- Experience working with Family support agencies **(D)**
- Experience supporting and developing volunteer led groups **(D)**
- 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 staff and external agencies
- 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 in both Irish and English.
- 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

Funding: It must be understood that if the funding for the post is discontinued the post holder's contract may be terminated.

Garda vetting: As our work involves contact with young people, candidates under consideration for employment in Foróige will be subject to Garda vetting.

References: The successful candidate will undergo 2 reference checks before commencing employment with Foróige.

Annual Leave: The Youth Officer will be entitled to 29 days annual leave pro rata plus Good Friday. The needs of the job must be considered when applying to take this leave.

Hours of work: The Youth Officer will be expected to work a minimum of 35 hours per week. It is expected that the Youth Officer will work late evenings (up to 11pm) and some Saturdays.

Salary: The Salary for the Youth Officer will be based pro rated on the following scale: €37,436, €38,994, €40,552, €42,113, €43,671, €45,235, €46,798, €49,127,€51,457

The starting point for this role will be point 1.

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

Base: The employment base for this post will be The Drum Youth Centre, MacDonagh Junction Shopping Centre, Kilkenny

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

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