



JOB DESCRIPTION

Job Title:	Senior Inclusivity Participation Officers x 2
Project:	National Participation Office, Department of Children, Disability and Equality (DCDE)
Duration of contract:	Fixed Term Contract to December 2026
No of hours:	35 hours per week minimum
Responsible to:	National Participation Office Manager
Location:	Negotiable (regular travel to Dublin will be required)
Annual leave:	29 days

About Foróige

Foróige is an independent, non-profit national voluntary youth organisation engaged in out of school youth development and education. Foróige employs over 600 staff and involves 1000's of volunteers in the creation and delivery of high-quality services to young people through the operation of over 400 volunteer led Foróige Clubs, the Mentoring Programme and over 170 Youth Projects and Programmes

In Foróige we work primarily with young people to enable them to involve themselves consciously and actively in their own development and the development of society. We identify needs with young people and implement a variety of youth work responses to meet those needs and achieve identified outcomes.

Youth work responses include the implementation of evidence-based education programmes, bespoke programmes, group work, individual work, mentoring and others as appropriate. We enable adult volunteers from communities to implement youth work responses suitable to the needs of their communities in addition to providing staff-led youth work responses. Our work takes place in the community, in youth facilities, in the home, in schools, online and in virtual reality. All our work ensures that young people are at the centre and are actively involved in identifying their needs and their desired outcomes. www.foroige.ie

Foróige has been awarded the contract to provide Children and Young People's Participation Services to the Department of Children Disability and Equality (DCDE) through the National Participation Office. This builds on Foróige's previous record of the provision of these services since 2012.

The National Participation Office (NPO) was established in 2021 within DCDE to manage and coordinate the activities of Comhairle na nÓg (31 local youth councils), Dáil na nÓg (youth parliament), the Comhairle na nÓg National Executive, the National Youth Assembly of Ireland and other related youth participation initiatives and structures.

The NPO operates under the guidance and oversight of DCDE and has responsibility for overseeing and implementing the Comhairle na nÓg Five Year Development Plan, which aims to strengthen and develop Comhairle as the leading youth participation structure in Ireland.

DCDE secured funding under Dormant Accounts for the recruitment of Inclusivity Officers to support seldom heard children and young people to engage in participation structures.

Role Information

We are currently recruiting two Senior Inclusivity Participation Officers to lead out and assist the National Participation Office in recruitment, retention and good practice in engaging underrepresented cohorts of children and young people (in particular young Travellers) in their work. It is envisioned that the Senior Inclusivity Officers will work closely together in their roles. The Senior Inclusivity Participation Officers will jointly be responsible for growing the team of Inclusivity Officers and implement an inclusivity plan which will include programme and resource development, stakeholder engagement and coordination and facilitation of relevant initiatives and consultations in relation to inclusivity.

Key Responsibilities of the Senior Inclusivity Participation Officers

The duties of the Senior Inclusivity Participation Officers in carrying out any functions, which may be involved in or arise out of the appointment, shall be as notified by the Assistant CEO, the Board of Foróige and/or its Chief Executive.

These duties will include but are not limited to:

- Applying the fundamental values and principles of children and young people's participation in all the operation, programmes and initiatives of the National Participation Office
- Implementation of the fundamental purpose and philosophy of Foróige

Working as part of the National Participation Office Team

- Working with the National Participation Office team and DCDE in the business of the National Participation Office in particular inclusivity practice.
- Implementation of all necessary business and operational processes associated with same e.g., policies and procedures, IT, Data Protection, Child Safeguarding and Protection etc.
- Participating effectively in the National Participation Office Team, working effectively with DCDE'S Participation Play and Recreation team and contributing to the broader participation agenda in particular building inclusivity into the broader participation agenda.
- Participating in regular team meetings, quarterly review meetings and other events relevant to the role

Staff Support and Supervision

- Developing a work plan and role profiles alongside the additional Senior Inclusivity Participation Officer
- Developing role profiles and work plans for incoming Inclusivity Participation Officers.
- Support and supervision to the incoming Inclusivity Participation Officers
- Leadership and support to the Inclusivity Participation Officers in implementing the work programme of the Inclusivity plan.
- Coordination of regular team meetings and other events relevant to their role

Programme and Resource Development

- Establishment of an inter-agency working group with key stakeholders to assist in guiding this work.
- Leading out on:
 - ☐ Developing a Comhairle na nÓg Inclusivity Plan
 - ☐ Developing and disseminating inclusivity programmes and resources including specific guidelines, standards and methodologies.
 - ☐ Develop an understanding of the barriers for underrepresented cohorts of children and young people children and young people to joining and participating in CNN, the NYAI and consultations and identify methods to overcome these barriers.
 - ☐ Support underrepresented cohorts of children and young people to be active members of their chosen participation structure in particular young Travellers
 - ☐ Participate in a working group for the U12s literature review and develop good practice inclusivity initiatives for under 12s as identified.

Supporting Comhairle na nÓg and National Youth Assembly of Ireland

- Leading out on:
 - ☐ Contributing to the relevant actions on the Comhairle na nÓg Five Year Development Plan and National Participation of Children and Young People in Decision Making Action Plan.
 - ☐ Working and liaising with relevant Comhairle na nÓg personnel in the 31 Local Authorities
 - ☐ Supporting the development of and facilitation of the National Youth Assembly of Ireland in relation to inclusivity.
- Drawing on recent literature for best practice for engaging with U12 in decision making, developing inclusive strategies and resources and piloting method with CNN, evaluate and report on findings

Stakeholder Engagement

- Maintaining and developing relationships and supporting staff, partners and other relevant stakeholders within the Comhairlí providing them with appropriate training, advice and consultancy on inclusivity in child and youth participation in particular stakeholders engaging with young travellers.
- Communicating regularly with key stakeholders verbally and in writing, and establishing an inter-agency working group to develop pathways for underrepresented cohorts.

Hub na nÓg

- Supporting and participating in, as required, the work of Hub na nÓg staff, particularly in the development of best practice, research and other areas of cross over work.
- Reviewing best practice in collaboration with Hub na nÓg and relevant agencies on collating data on seldom heard voices or young people in Comhairle na nÓg and the National Youth Assembly of Ireland.

Participation Events, Consultations and other participation Initiatives

- Participating in the National Participation Office National Events and other participation initiative events as required.
- Leading out on:
 - ☐ Supporting and engaging in consultations, through contributing to their co-ordination and the development of methodologies, inclusivity specific briefing notes and facilitation of consultations
 - ☐ Supporting the development and facilitation of the National Youth Assembly of Ireland including youth advisory groups and other relevant consultations and initiatives with particular emphasis on inclusivity.
 - ☐ Working with seldom heard young people to prepare their inputs to key engagements with policy makers, Ministers and other key stakeholders and audiences as required.

Administration

- Utilising internal data management systems effectively
- Contributing to planning and report writing
- Regular reporting to DCDE and NPO manager on updates as requested
- Collaboration with the DCDE communications team updating them on relevant resources and training to be uploaded onto Comhairle na nÓg platforms including website, social media etc.

Quality Assurance

- Contribute to the development of relevant annual work plans, written quarterly and Annual Reports for DCDE
- Attending, as required, meetings with DCDE to plan and review specific pieces of work
- Support and evaluate practice in children and youth participation among stakeholders using the National Implementation Framework for Child Participation

Any such other relevant duties as the National Council and/or the Chief Executive or the nominee of the Chief Executive shall deem necessary for the effective implementation of Foróige's policy and programmes.

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE E= Essential, D= Desirable

- Education to a recognised 3rd Level Degree standard **E**
- A minimum of 4 year's relevant work experience **D**
- Knowledge and understanding of the theory and practice on children and young people's participation in decision-making **E**
- Project management skills **E**
- Expertise in developing methodologies for giving children and young people a voice in decision making **E**
- Expertise in consulting with children and young people, including experience of facilitating children and young people **E**

- Training design and facilitation skills E
- Experience of effective stakeholder engagement and partnership working E
- Experience of working with marginalised groups and/or developing inclusive structures/programmes E

PERSON SPECIFICATION (all **Essential** requirements)

- Excellent interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships
- Communication and team working skills
- Leadership skills and experience of leading a team
- Excellent standards of accuracy and attention to detail
- Ability to work with confidential information
- Ability to be creative and work in a timely and efficient manner
- Ability to be proactive, use own initiative and work effectively within a pressurised environment
- Good written communications skills, including ability to draft summary information and correspondence
- Good IT skills, including word processing, Excel, Internet and PowerPoint
- Access to a Car and Full Driving Licence

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. Evening and weekend work will 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

Benefits:

Senior Youth Officer Scale: €52,883, €54,851, €56,823, €58,793, €60,759, €62,725 Starting point for this role will be between Point 1 and Point 4, based on experience

Annual Leave: 29 days annual leave plus Good Friday

Training and Development: Structured onboarding together with a 9-day Foróige induction Programme. Ongoing CPD.

Organisational Culture: Support and Supervision policy and practices that supports your professional development.

EAP: 24/7 Employee Assistance

Flexible Work: Flexible work practices that support work life balance.

Other Information:

Garda vetting: Candidates under consideration for employment in Foróige will be subject to Garda vetting.

Hours of work: You will be expected to work a minimum of 35 hours per week. The position will require flexibility in relation to working hours. It is expected that you will work some late evenings/ nights per week and some weekend work.

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

Application: Application can be made via Cover Letter and CV to recruitment@foroige.ie