



***“A project supported by the PEACEPLUS Programme, managed by the Special EU Programmes Body (SEUPB)”***

## **JOB DESCRIPTION**

<b>Job Title:</b>	Youth Worker
<b>Project:</b>	Cootehill PEACEPLUS Youth Citizenship Project
<b>Type of Contract:</b>	Ongoing subject to funding
<b>Hours/Location</b>	14 Hours/ Cootehill

## **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 600 staff and involves thousands of volunteers in the creation and delivery of high-quality services to young people through the operation of over 500 Foróige Clubs and over 180 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.

## **DESCRIPTION OF PROJECT**

The Cootehill Youth Project is a partnership between Foróige and CMETB and is supported through the Cavan County Council PEACEPLUS Action Plan SEUPB. We are recruiting a part time position within the project at this time.

The Project will engage young people from Cootehill and its environs, aged 10-24. The project will provide meaningful cross-community and cross border programmes, with participants engaged regularly over a 6–9-month period embedding the core elements of:

- Personal Development
- Good Relations
- Youth Citizenship
- Youth Leadership

Through a co-design process, **‘tools for change’** will incorporate personal actions plans, youth

achievement awards, learning goals, group discussion, creative expression workshops, self directed tasks; citizenship projects, outdoor learning, residential experiences and personal mentoring.

## **OUTPUTS /TARGETS**

A minimum of 400 young people across the local community will complete the programme having engaged in early intervention and prevention programmes, pro-social activity and taster programmes, education and training skills based programmes and also volunteer/mentoring support programmes. Young People will be recruited through local schools and Youthreach centres as well as local agencies and service providers.

The team will be responsible for the implementation of the work plan to include but not exhaustive:

- Youth Citizenships programmes
- Youth Leadership programmes
- Personal development programmes
- Cultural Awareness programmes
- Special Interest Groups (VR, Horticulture)
- Entrepreneurship (NFTE)
- Volunteer led clubs

## **KEY RESPONSIBILITIES**

The successful candidates will be employed by Foróige and will be given a contract of employment for a fixed term. 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 Worker in carrying out any functions, which may be involved in or arise out of the appointment, shall be as notified by the SYO, Area Manager, Board of Foróige and/or its Chief Executive Officer.

These duties will include but are not limited to the following:

- Recruit, engage and retain project participants.
- Facilitate interventions using group work, seasonal programmes and targeted interventions as described.
- Identify and assess the needs of participants to ensure a menu of options are available, e.g. appropriate programmes, support measures, volunteering opportunities tailored to meet their needs.
- Work with each participant to develop a personal action plan and to monitor and record progress toward achievement of personal goals.
- Support young people to be co-designers of programme activities and learning outcomes based on their interests and needs.
- Undertake all necessary training as requested.
- Record, monitor and update on a monthly basis all participant data (details, attendance records, one to one contact, achievements, progression etc) to meet the data requirements of the funders and the organisation.
- Link with and contribute to other initiatives within the region as required.
- Administration, including inputting to Foróige IT systems, compiling reports as required by

the funder and ensuring deadlines are adhered to.

- Robustly manage and maintain records as required by Foróige and the funder.
- Work within agreed budgets, as laid down by Foróige Senior Youth Officer.
- Comply with the financial procedures at all times.
- Comply with Foróige policies, procedures and guidelines as instructed by Foróige management.

#### **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)
- 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 (E)

#### **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, good report writing skills.
- 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:** 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:** Minimum of 14 hours per week. Please note the position will require flexibility in relation to working hours. It is expected that the Youth Worker will work late evenings and some weekends.

**Salary:** This will be based off of the Foróige Youth Officer salary 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 is Cootehill.

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

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