

JOB DESCRIPTION

Job Title:	Senior Youth Officer (SYO)
Location:	Cork
Type of contract:	Fixed purpose contract - secondment cover
No of hours:	35 hours per week minimum
Works With:	Area manager, Regional Manager, Relevant Internal and External Contacts
Annual leave:	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 600 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

We are currently recruiting 1 Senior Youth Officer (SYO) for Cork. This is a leadership position responsible for the Cork UBU projects and services in the locality, and in the direct support and supervision of professional youth work staff. The SYO will be responsible for the support and supervision of a number of UBU projects. This Project is managed by Foróige. Cork UBU Projects endeavours to support young people aged 10 – 24years of age in fulfilling their potential through voluntary participation in structured non-formal educational and recreational programmes and activities which are specifically tailored to their needs. It aims to equip young people with the knowledge, skills and attitudes necessary for their appropriate and full participation in society. It is community based and has a particular focus on young people identified as a priority by the CETB. Foróige meets these aims by achieving its fundamental purpose; “enabling young people to involve themselves consciously and actively in their own development and in the development of society”. The model operated by Foróige in these projects meets the aim above through a combination of methods. The SYO will be located at Wilton Park House, Cardinal Court, Bishopstown, Cork.

Key Responsibilities

The successful candidate will be employed by Foróige and will be given a Fixed purpose contract - secondment cover of employment.

This senior post will have additional responsibilities and will work with the Foróige Area Manager in managing the administration, finances, work programme, staff development, and reporting functions of a number of UBU projects. They will be responsible for all day-to-day operational functions of the service. They will be employed by Foróige and will be given a contract of employment.

The duties of the Senior Youth Officer shall be notified by the National Executive and/or Chief Executive and/or the Area Manager or nominee in carrying out any functions which may be involved in or arise out of the appointment.

These duties will include but not limited to:

- I. Management, leadership and supervision of the designated projects and staff in the Cork region including as appropriate:
 - ☐ Supporting designated staff in the day-to-day implementation of their education programmes to volunteers, young people and other staff.
 - ☐ Setting and administering budgets.
 - ☐ Assisting in the recruitment of staff.
 - ☐ Planning and problem solving with staff.
 - ☐ Organising and on occasion directly providing training to staff.
 - ☐ Facilitating the ongoing work of staff.
 - ☐ Identifying and implementing strategies to meet the training needs of staff & volunteers.
 - ☐ Support & Supervision of staff
 - ☐ Maintain and authorise data in terms of internal systems (e.g Business World / Salesforce Club Management System).
- II. Compiling all reports including finances on a quarterly, six monthly and annual bases, as required also developing proposals and overseeing the development and implementation of plans in consultation with the Area Manager.
- III. The provision, occasionally, of direct services such as training and consultancy to youth leaders and others as appropriate.
- IV. Administration, budgeting, resource management and managing relations with funders, other organisations and agencies.

Duties continued:

- V. Being involved creatively in the identification of youth and volunteer needs in the area.
- VI. Liaising closely with the Area Manager in relation to the development of the service
- VII. Positively contributing to the local management team.
- VIII. Initiating and contributing to local, regional and national initiatives, committees and structures in relation to responding more effectively to the needs of young people and communities in relation to their young people.
- IX. Networking and Co-operating with other agencies / organisations and community groups in the area in order to initiate and contribute to responses to meeting youth needs.
- X. Working with other departments and staff within Foróige, including support services, management team and other colleagues.
- XI. Supporting staff to ensure that they are fully compliant with Foróige policies, procedures and guidelines as instructed by Foróige management and ensuring that deadlines are adhered to.
- XII. Ensuring the ongoing implementation of the fundamental purpose and philosophy of Foróige and maintaining a positive profile for Foróige in local communities.
- XIII. Any such other relevant duties as the Board of Directors 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 Degree standard preferably in youth work / addiction / health promotion/ Leadership and Management (note: candidates with a Diploma and with exceptional, relevant work experience may also be considered in lieu of degree qualifications) **(E)**
- Experience in leading, supporting and managing staff **(E)**
- Ability to mentor/advise staff, youth and families on options available **(E)**
- Ability to engage target group **(E)**
- Skills in empowering others and facilitating development **(E)**
- Access to car and full Irish driving licence **(E)**
- An understanding of Youth Work and Community Work methodologies NQSF / BOBF / National Youth Work Strategy / National Child Protection **(E)**
- Guidelines and Garda Vetting requirements. **(E)**
- High level of motivation / ability to work on own initiative **(E)**
- Experience in strategic planning, managing budgets, dealing with local funding agencies and stakeholder organisations. **(D)**

Person Specification – all essential requirements

- An understanding of Youth Work and Community Work methodologies
- Ability to engage target group
- Skills in empowering others and facilitating development
- Empathetic attitude / approachable
- Excellent 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
- Excellent written communications skills, including ability to draft summary information and correspondence.
- Good computer skills, including Word processing, MS Access, 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
- To attend clinical case management supervision
- 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

- 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 Senior 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.
- Hours of work:** The Senior Youth Officer 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 the Senior Youth Officer will work late evenings/ nights per week (up to 11pm) and some weekend work.
- Salary:** The salary will be based on point 1 on the Senior Youth Officer's Scale
€52,883, €54,851, €56,823, €58,793, €60,759, €62,725
- 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 will be in Wilton Park House, Cardinal Court, Bishopstown, Cork.
- Applications:** Applications should be made by way of the Foróige application form

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