

## JOB DESCRIPTION

<b>Job Title:</b>	Senior Youth Officer (SYO)
<b>Project Location:</b>	Linkpoint - Cork
<b>Type of contract:</b>	Ongoing contract
<b>No of hours:</b>	35 hours per week minimum
<b>Works With:</b>	Area manager, Regional Manager, Relevant Internal and External Contacts
<b>Annual leave:</b>	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

This post is funded by the Department of Education and Youth - UBU Your Place Your Space Scheme through Cork Education and Training Board (CETB) and is provided and managed by Foróige. The Senior Youth Officer will be based in Linkpoint UBU service and surrounding areas. The project aims to develop services in ETB areas, where a gap in service provision has been identified, specifically for young people ages 10-24 years who have identified needs additional to the general population. The aim of the service is to give young people an opportunity to overcome adversity and reach their full potential in a safe and supportive environment.

A team of youth officers are employed and managed by Foróige to develop and implement the programme of UBU Linkpoint and surrounding areas in conjunction with the Senior Youth Officer (**who will also have direct youth work responsibilities**) and the Foróige Manager. The Youth Officers are involved in working with young people, in voluntary youth groups, special interest groups and summer programmes. The Youth Officers are also involved in working with parents, adults and

professionals from other agencies who work in Linkpoint catchment area and the surrounding areas. The project provides a range of interventions/services, particularly targeted at young people at risk, including the development of community-based youth groups, the operation of intensive group work programmes, individual programmes, special interest preventative programmes and therapeutic interventions to support young people (10 – 24 years) in the area.

### **Key Responsibilities**

The successful candidate will be employed by Foróige and will be given an ongoing term contract of employment. 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.

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. 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 board of Foróige and/or its Chief Executive, and/or Area Manager or nominee.

### **These duties will include but are not limited to:**

- In conjunction with the Foróige Manager and other Youth Officers in the Project, be responsible for the design, organisation/co-ordination and implementation of educational and support programmes with the target group of young people in the area. Managing, leading and facilitating the service
- Report to the Foróige Manager.
- Attend meetings and prepare written reports as required for the Management/Advisory Committee and funders.
- Facilitating and supporting staff in the development and implementation of work plans which is aimed at enhancing the personal, social and educational development of the young people.
- Co-ordinate the day-to-day operation of the local office and the expenditure of the agreed programme budgets.
- Facilitating the ongoing work of staff. Write annual and other reports as required, develop proposals, reports and plans as required by the funder, supporting staff to do this and ensuring that deadlines are adhered to.

- Oversee the development of the annual plan and ensure annual targets as per the UBU Plan ensuring these are met.
- Supervise and support a team of youth officers based in Linkpoint and surrendering areas in the day-to-day implementation of their work programmes.
- Supporting staff to ensure they are fully compliant with Foróige policies, procedures and guidelines as instructed by Foróige management and ensuring that deadlines are adhered to.
- Engaging young people in the co-design of the UBU Service and the programmes on offer.
- Recruit and involve targeted young people in appropriate programmes to ensure they achieve their full potential in all areas of their life and increase community attachment.
- Design, develop and implement a variety of educational and recreational programmes based on the identified needs of the target groups.
- Deliver and evaluate all programmes to ensure outcome focused results.
- Networking with relevant agencies.
- Complete accurately and submit on time any standard clerical procedure e.g. reports, travel expenses, petty cash, requisitions, project files etc.
- Public Relations:
  - Undertake public relations activities to promote the image and purpose of the project.
  - Organise appropriate public events designed to give recognition to young people for learning or achievement and or to promote the project in the area
- 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 of Foróige's policy and programmes and the Programmes of UBU.

**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 **(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
- 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, work effectively within a pressurised environment.
- Positive and flexible approach to team working
- Good written communications skills, including ability to draft summary information and correspondence.
- Good computer skills, including Word processing, MS Access, Excel, 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
- 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**

<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>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 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.



An Roinn Oideachais  
agus Óige  
Department of Education  
and Youth



- 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 Linkpoint Youth Building, Harbourview Road, Knocknaheeny, Cork T23 YPT7.
- 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.**