



JOB DESCRIPTION

Job Title:	CyberQuest Senior Youth Officer
Project:	CyberQuest programme
Type of Contract:	Ongoing subject to funding
No of Hours:	1 day per week
Location	Post available in Cavan
Funder:	SEUPB

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.

PROGRAMME DESCRIPTION

The CyberQuest programme aims to transform the lives of young people aged 16 to 25 in Northern Ireland and border counties by reducing economic inactivity and enhancing their ICT and digital skills, particularly in cyber security. Targeting those not in or far from

education, employment, or training, the project seeks to foster meaningful community relations and positively impact participants' lives.

Foróige are partnering with youth organisations including Springvale Training, Youth Action Northern Ireland and Bytes (lead partner) to access economically inactive young people. The programme partners also include REIM Training Solutions limited providing expertise in IT and Digital skills. The CyberQuest programme integrates youth work principles through a learner-led, person-centred methodology delivered by youth work staff. This ensures tailored, evidence-informed support, which helps address participants' challenges and facilitates re-engagement and continual support. Foróige's work as a partner will centre on the recruitment of young people, engagement in meaningful personal and social development programmes using digital, social and technology mediums and supporting young people onwards in to accredited IT and Digital programmes.

Foróige are seeking to appoint one Senior Youth Officer to oversee this new programme. The successful candidate will be based in Cavan town, the base agreed with the successful candidate at time of appointment. The appointed Senior Youth Officer will be responsible for all day-to-day operational functions and development of the CyberQuest PEACEPLUS programmes. This is a leadership position, requiring staff training, reporting, programme development and management acumen. The SYO will be responsible for the support and supervision and the co-ordination of the CyberQuest/PEACEPLUS staff.

KEY RESPONSIBILITIES

The successful candidates will be employed by Foróige and will be given a 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.

The duties of the Senior Youth Worker in carrying out any functions, which may be involved in or arise out of the appointment, shall be as notified by the Area Manager, Board of Foróige and/or its Chief Executive Officer.

- Leading, guiding and enabling the work of the PEACEPLUS CyberQuest and associated programmes, in conjunction with the Area Manager.
- Coordinating and supporting the development of the CyberQuest programme.
- Supporting, co-ordinating and supervising CyberQuest/PEACEPLUS staff to design and facilitate appropriate personal and social development programmes incorporating IT & Digital Skills.
- Ensuring delivery and assessment of programmes is in line with awarding body requirements.
- Ensuring the recording, monitoring and updating of all participant to meet the data requirements of the funders and the organisation.
- Building and maintaining effective working relationships with programme partners and other local stakeholders.

- Linking with and contributing to other initiatives within the CyberQuest programme partners and teams as required.
- Administration, including inputting to Foróige IT systems, compiling reports as required by the funder and ensuring deadlines are adhered to.
- This post holder will work with the Foróige Eastern Area Manager in managing the PEACEPLUS administration, finances, work programme, and reporting functions.
- Complying with Foróige policies, procedures and guidelines as instructed by Foróige management.
- Initiating and contributing to local, regional and national initiatives, committees and structures in relation to responding more effectively to the needs of young people.
- Any such other relevant duties as the board of Foróige and/or the Chief Executive Officer or the nominee of the Chief Executive shall deem necessary for the effective implementation and the policy and programmes of Foróige and the Youth Diversion Project.

Professional Qualifications and Experience (E=essential; D=Desirable)

- ☐ Education to Degree standard (Level 7) preferably in Youth Work / Information Technology/Digital & Media Skills **(E)**
- ☐ (Note; candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications)
- ☐ Minimum 2-years' experience in management and leadership role **(D)**
- ☐ Access to car and **full Irish** driving licence **(E)**
- ☐ Relevant paid or voluntary experience of working with young people **(D)**
- ☐ Exposure and understanding of youth work and Peace building **(D)**

Person Specification (All Essential requirements)

- ☐ 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 team working.
- ☐ Good written communications skills, including ability to draft summary information and correspondence, good report writing skills.
- ☐ Good computer skills, including Word, Excel, PowerPoint software.

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 Chief Executive Officer of Foróige or their nominee from time to time.

Benefits

Foróige Senior Youth Officer Scale (pro-rata): €52,883, €54,851, €56,823, €58,793, €60,759, €62,725

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.

Pension: Contributory pension benefits.

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

Study Leave: Up to 5 days paid Study Leave per year of course.

Organisation Culture: Support & Supervision policy and practises that supports your professional development.

EAP: 24/7 Employee Assistance Career.

Break: Up to 2 years Career Break after 3 years' service.

Unpaid Leave: Up to 6 months Unpaid Leave Break after 1 year.

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

Maternity and Paternity Benefit: Top up Maternity and Paternity Benefit pay.

Other Information

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

Hours of work: The Senior Youth Officer will be expected to work 1 day per week. This position will require flexibility in relation to working hours.

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.

Applications: Please complete the Foróige Application form online found [here](#).



The CyberQuest programme is a project supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB)