



**etb**

Bord Oideachais agus Oiliúna  
Átha Cliath agus Dhún Laoghaire  
Dublin and Dún Laoghaire  
Education and Training Board



**Job Title:** Senior Youth Officer Balbriggan UBU

**Number of Post(s) & Contract Type:** ongoing, 1 Post

**Location(s):** Balbriggan

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Foróige is an independent, non-profit national voluntary youth organisation engaged in out-of-school youth development and education. The organisation enables young people to involve themselves consciously and actively in their own development and the development of society. Foróige employs over 500 staff and involves thousands of volunteers in the creation and delivery of high-quality services to young people through the operation of over 400 Foróige Clubs, the Big Brother Big Sister Programme and over 140 General Youth Services and Special Projects – including UBU Projects.

### **Project information**

This post is funded by the Department of Education and Youth UBU Your Place Your Space Scheme through the Dublin and Dun Laoghaire ETB, and is provided and managed by Foróige. The Senior Youth Officer will be based in Balbriggan Co. Dublin. The work seeks to enhance the life chances of the young people and to assist them fulfil their potential. A team of youth officers are employed and managed by Foróige to develop and implement the programme of UBU Balbriggan in conjunction with the Senior Youth Officer, the Foróige Manager and the local Advisory Committee. The Youth Officers are involved in working with young people, in voluntary youth groups, special interest groups, outreach work and summer programmes. The Youth Officers are also involved in working with parents, adults and professionals from other agencies who work in the Balbriggan area.



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## Key Responsibilities

The duties of the Senior Youth Officer shall be notified by the board of Foróige and/or its Chief Executive or nominee. These duties will include:

- 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.
- Enlist the support of parents, family members and other volunteers and enable them to engage effectively with the target group in youth development activities.
- Report to the Foróige Manager. Attend meetings and prepare written reports as required for the Management/Advisory Committee and funders.
- Lead the development, delivery and monitoring of the programme which is aimed at enhancing the personal, social and educational development of the young people of Balbriggan.
- Co-ordinate the day-to-day operation of the local office and the expenditure of the agreed programme budgets
- Write annual and other reports as required, develop proposals, oversee the development of the annual plan in consultation with the Foróige Manager and ensure annual targets as per the UBU 3-year Plan are met.
- Supervise and support a team of youth officers in the day-to-day implementation of their work programmes
- 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 Balbriggan.

## Professional Qualifications and Experience (E=Essential; D=Desirable)

- Education to National Degree standard **(E)**
- A minimum of 3 years relevant work experience **(E)**
- Persuasive manner **(E)**
- Highly organised, systematic and flexible in approach. **(E)**
- Ability to work on own initiative **(E)**
- Exceptional administrative skills **(E)**
- The ability to manage a wide range of activities, prioritise own workload and meet deadlines **(E)**
- Access to car and full driving licence **(E)**
- Significant experience and understanding of the Foróige programmes **(E)**
- Ability to facilitate the learning process **(D)**
- Excellent team working skills **(E)**
- Report writing experience **(E)**



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- Experience and understanding of non-formal education interventions (D)

### **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
- Excellent written communications skills, including report writing and the ability to draft summary information and correspondence.
- Ability to follow organisational guidelines and processes.
- Good computer skills, including Word & Excel, PowerPoint and Social Media skills

### **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 will be required
- Identify training needs with your line manager and participate in training opportunities appropriate to the role
- 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 will be required

### **Benefits**

**Salary:** This will be based off of the Foróige Youth Officer Salary scale: €52,883, €54,851, €56,823, €58,793, €60,759, €62,725

**Annual Leave:** 29 days annual leave plus Good Friday



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**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 service

**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:** 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 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 [here](#).