

JOB DESCRIPTION

Job Title:	Senior Youth Officer
Project:	Galway Youth and Family Support Service
Location:	Galway
Type of contract:	Ongoing subject to funding
No of hours:	35 Hours Per Week Minimum
Annual leave:	29 days per year (PRO-RATED)

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.

ROLE INFORMATION

The successful candidate will be employed by Foróige as a Senior Youth Officer. Galway, Foróige Youth and Family Support Service is jointly managed by Foróige and Tusla, the Child and Family Agency. The project provides a range of interventions/services, particularly targeted at young people at risk referred by Tusla to the service. The service provides youthwork interventions through the operation of intensive group work programmes, individual programmes, special interest preventative programmes and family programmes to support young people to promote positive coping capacities and self-care in the face of stressful and difficult circumstances.

KEY RESPONSIBILITIES

The successful candidate 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 Officer in carrying out any functions, which may be involved in or arise out of the appointment, shall be as notified by the Area Manager, the board of Foróige and/or its Chief Executive. These duties will include but are not limited to:

- Promote the work of the project including the development of participation criteria, referral pathways and relationships with existing Tusla and other relevant service providers.
- Development of a range of intervention models in line with evidence and best practice.
- Working as part of a team responding to young people at immediate and sometimes high risk.
- Management, leadership and delivery of the service as it continues to develop and expand.
- Being involved creatively in the identification of youth and family needs in the area as well as responses to those needs.
- Supervising and supporting project staff in the development and implementation of work plans.
- Facilitating the ongoing work of staff. Compiling with the assistance of the Area Manager, reports and plans as required by the funder, supporting staff to do this and ensuring that deadlines are adhered to.
- 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.
- Administration, budgeting, resource management and managing relations with funders and other organisations and agencies.
- 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.
- Ensuring the implementation of the fundamental purpose and philosophy of Foróige.
- Any other duties that may be assigned from time to time.

Professional Qualifications and Experience (all Essential requirements)

- Education to National Degree standard.
- Demonstrable knowledge and understanding of Foróige's philosophy and approach to youth work and engaging young people and families.
- A minimum of 5 years' experience of working with young people experiencing adversity in their lives and planning interventions in order to achieve the best possible outcomes with the young person and their family.
- A good knowledge and understanding of Tusla's National Policy Framework for Children and Young People, Tusla's National Service Delivery Framework including Tusla's National Practice Model for Children and Young people.
- Experience in establishing, leading and coordinating new and innovative responses to youth needs
- Ability to work in an efficient manner and to lead and motivate others.
- Car owner with full driving licence

Person Specification (all Essential requirements)

- Ability to build and maintain effective relationships
- Good interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships
- Excellent organisational skills and high 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.
- 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

Benefits:

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

Starting point this role will start at Point 1 of the salary scale.

Annual Leave: 29 days annual leave plus Good Friday

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.

Base: The employment base for this post will be Galway County. Exact location to be confirmed upon appointment.

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](#).

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