



An Roinn Oideachais
agus Óige
Department of Education
and Youth



Job Title:	Mentoring Programme Officer
Location:	Kerry
Hours:	35 hours per week minimum.
Contract Type:	Maternity leave cover (minimum 6 months)
Annual Leave:	29 days per year (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 500 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, Foróige's Mentoring 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

The programme's core assumption is that a caring and supportive friendship will develop and reinforce the positive development of the young person. Typically the match meets once a week, for one to two hours, and the initial commitment is for one year. The underlying assumption is that the volunteer mentor will become a role model, but perhaps most of all, a friend. A blended mentoring programme can be offered to support young people by matching them with a caring adult volunteer who they can connect with weekly in person or online.

In this mentoring initiative young people will be referred through the Child and Adolescent Mental Health Services (CAMHS) or by other referral services, where the young person is known to be on the waiting list, attending or exiting CAMHS, for a range of needs including: poor social skills; low self-esteem and confidence, lack of positive peer relationships; emotional issues, lack of engagement or underachievement at school; engagement in risk behaviours and/or rural isolation.

The Programme Officer will be employed by Foróige and will be given an ongoing 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 of the post is discontinued or a post holder fails to perform satisfactorily, employment may be terminated

Key Responsibilities

The duties of the Mentoring Programme Officer in carrying out any functions, which may be involved in or arise out of the appointment, shall be as notified by the board of Foróige and/or its Chief Executive Officer and/or the nominee of the Chief Executive Officer from time to time. These duties will include:

- i) Implementing and operating the mentoring programme locally/regionally
- ii) Recruiting volunteer mentors, assessing their suitability and providing training, ongoing support and recognition.
- iii) Liaising and networking with key referral agencies and schools to seek referrals of young people aged 10-18 to the programme, conducting an intake process to assess the programmes suitability to meet the needs of these young people.
- iv) Setting up and supervising matches between young people and volunteer mentors in the community and providing support to young people, volunteer mentors and parents/guardians.
- v) Implementing a case management approach to the role using the programmes's Salesforce system.
- iv) Operating efficient office procedures in line with GDPR requirements and recording HR and financial data using Foróige's HR and financial data processing system.
- vi) Attending team meetings and preparing written reports as required for management and funders.
- vii) Any such other duties as the National Council and/or the Chief Executive shall deem necessary for the effective implementation of the policy and programmes of Foróige and the mentoring programme.

Professional Qualifications and Experience (E) = Essential, (D) = Desirable

- Education to National Diploma or Degree standard preferably in Youth / Justice / Health Promotion work (note: candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications) **(E)**
- Access to car and full Irish driving licence **(E)**
- Relevant paid or voluntary experience working with young people **(D)**
- Experience and understanding of mentoring work an advantage **(D)**
- Experience of using Salesforce or another case management system **(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 team working
- Good written communications skills, including ability to draft summary information and

- correspondence, good report writing skills
- Good computer skills, including use of Google Workspace.

Requirement 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

Benefits

Salary: The salary scale for this Youth Officer position will be €37,436, €38,994 €40,552, €42,113, €43,671, €45,235 €46,798, €49,127, €51,457. Salary will start between Point 1 and Point 4 of the scale and will be decided upon appointment with the successful candidates based on qualifications and experience .

Annual Leave: 29 days annual leave plus Good Friday.

Pension: Contributory pension benefits

Training and 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 and Supervision policy and practices 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

- 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.
- Hours of work:** The Mentoring Programme Officer will be expected to work a minimum of 35 hours per week. The position both requires and offers flexibility in relation to working hours. It is expected that you will work some evenings per week and some weekend work based on the availability of volunteers and young people/families.
- 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 for this post will be in Co. Kerry. The exact base will be discussed with the successful candidate upon offer. The successful candidate will have the opportunity to apply for a hybrid working arrangement involving up to 3 days remote working per week following 6 months of service.
- Applications:** Applications should be made by way of the Foróige application form available [here](#).