

## Job Description

<b>Job Title:</b>	Intern Support Officer
<b>Type of contract:</b>	Fixed Term
<b>No of hours:</b>	35 hours per week minimum
<b>Base:</b>	Parkwest, Dublin 12

### **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 650 staff and involves thousands of volunteers in the creation and delivery of high-quality services to young people through the operation of over 450 Foróige Clubs, our mentoring programmes 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.

### **The Role**

Foróige wishes to employ an Intern support officer to assist the organisation in responding to the increasing incoming number of queries and requests related to the projects and services. The organisation will benefit from the skills of a graduate intern to provide valuable assistance through the introduction of new perspectives in response to administration queries. It is also an opportunity for them to learn as a part of a team in a professional and exciting organisation that works to empower young people and transform communities.

The organisation is forever evolving and responding to local and national needs. Diversity, equality and integration is currently a priority for the graduate intern through the support of the DEI development and by contributing to any research and tasks associated with it.

The intern will have the opportunity to learn and participate in many departments within Foróige including but not limited to HR, youth participation and governance.

### **Key Responsibilities**

The duties of the Intern Support 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 from time to time. These duties will include:

- General Reception and Front Desk duties including assisting with managing incoming email communication
- Assist with responding to general enquiries about the organisation and directing to relevant staff when required

- Engagement with, and administration support for, the Diversity, Equality and Inclusion framework
- Facilitation and engagement with young people involved in Foróige's Governance on influencing organisation decisions that affect them
- Compiling data reports and other reports and analysis as required
- Assisting the senior management team with occasional projects and research
- Developing and maintaining a good working relationship with staff, management and volunteers
- Any other duties as the Board of Foróige and/or the Chief Executive Officer or the nominee of the Chief Executive officer shall deem necessary for the effective implementation and the policy and programmes of Foróige.

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

- Education to Degree standard in a relevant area **(E)**
- Experience of administrative tasks **(E)**
- Excellent computer skills, including Excel, Data Management systems and Google Drive **(E)**
- Paid or voluntary, experience working with young people and volunteers **(D)**

**Person Specification** (All Essential requirements)

- High level of motivation / ability to work on own initiative
- Ability to build and maintain working relationships
- Positive and flexible approach to working as part of a team
- Good written communications skills, including ability to draft summary information and correspondence, good report writing skills
- Ability to relate well to others
- Ability to follow organisational guidelines and processes
- Good organisational skills

**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

**Additional Considerations for the Role**

**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.

**Annual Leave:** The Intern Support 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.

**Hours of work:** The Intern Support Officer will be expected to work a minimum of 35 hours per week. The position will require flexibility in relation to working hours.

**Salary:** The salary for this position will be €26,276

- Base:** The employment base for this role will be the Foróige Office in Park West, Dublin 12.
- Travel:** This post may involve domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate Foróige rates.
- Applications:** Applications should be made by way of the Foróige job application form only which is available [here](#).