



Job Title:	Youth Officer (Digital Youth Work & Homeless Services Support)
Location:	Linkpoint Youth Services Knocknaheeny & Foróige's Patrick's Hill Premises
Type of contract:	On-going Contract
No of hours:	35 hours per week minimum
Works With:	Regional Manager, Assistant Manager, Director of Training, Programmes and Research and Foróige Go Staff Team, Relevant Internal and External Contacts
Annual leave:	29 days per annum (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 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.

PROJECT INFORMATION

This Project is managed by Foróige and funded by The Department of Education and Youth and the Cork Education and Training Board. There is currently a vacancy for one Youth Officer, who will be employed and managed by Foróige to develop and implement the programme of the Knocknaheeny Linkpoint UBU Service. The Youth Officer will work as part of a team and will be involved in the recruitment of young people into programmes, activities and summer programmes. The Youth Officers will be involved in working with young people aged 10 - 24 years

The purpose of this post is to support the integration and development of Digital Youth Work, Programmes and Hubs. The project is located in Knocknaheeny Linkpoint Youth Building, Harbourview Road, Knocknaheeny, Cork T23 YPT7 & outreach to Foróige's 20 Patrick's Hill, Cork City premises.

The Youth Officer will enable young people to engage in a suite of innovative and cutting-edge digital skills programmes and initiatives that equip young people with the skills, values and competencies necessary to excel in the digital era, by design and not simply by chance and use these skills to benefit their communities.

To ensure the highest standards of Digital Youth Work and to facilitate maximum impact in the Linkpoint Catchment area and the associated UBU projects in Cork, this post will maintain a formal functional link with the national Foróige Go Digital Youth Work Team. The Youth Officer will act as a key local exemplar for the national strategy, receiving support and specialist expertise for the development of the Cork Digital Hubs and digital youth work and programmes, and in turn contributing local learning and innovation back to the national network for continuous quality assurance and programme enhancement

Key Responsibilities

The successful candidates will be employed by Foróige and will be given an on-going 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 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, being responsible for the design, organisation/co-ordination and implementation of educational and support programmes with young people including a range of creative technology opportunities including digital photography, video production, coding, 3D printing, music and music technology and the suite of Foróige Go Digital Youth Work programmes
- Establish and incorporate technology and digital media programmes
- Establishment and upkeep of the Foróige Digital Hubs, including file management, trouble-shooting, and technical support to young people and volunteers.
- Ensure local Digital Youth Work and Digital Hub development aligns with the national Foróige Digital Youth Work Plan, sharing local Cork learning and innovation to inform the national team's strategy and continuous quality assurance.
- Pilot, deliver, and provide constructive feedback on the design and development of new and innovative digital youth work and programmes, acting as a key local exemplar for these initiatives.
- Engage in the Foróige Go national Digital Youth Work Team meetings and training opportunities to ensure high-quality, up-to-date delivery of digital youth work in Cork City, and support the local Area Manager and other staff to facilitate digital youth work through co-facilitation and linking to national resources and capacity-building models
- Recruit and involve targeted young people in appropriate programmes to ensure they achieve their full potential in all areas of their life and increase community attachment.

- Report to the Foróige Manager. Attend meetings and prepare written reports as required for the Management and funders. Write annual and other reports as required.
- Deliver and evaluate all programmes to ensure outcome focused results.
- Provision of other youth work interventions including design, facilitation and evaluation of summer programmes, school holiday programmes.
- Together with the other youth officers, provision of late-night outreach work and Saturday work.
- Networking with relevant agencies.
- Complete accurately and submit on time any standard clerical procedure e.g. reports, travel expenses, petty cash, requisitions, project files etc.
- Undertake public relations activities to promote the image and purpose of the project. Organise appropriate public events designed to give recognition to young people for learning or achievement and or to promote the project in the area
- 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.

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

- Education to National Degree standard **(E)**
- A minimum of 1 year's technology, digital media **(D)**
- Ability to engage young people creatively through the use of technology **(D)**
- Ability to work on own initiative **(E)**
- Access to car and full driving licence **(E)**
- Ability to facilitate the learning process **(D)**
- Excellent team working skills **(E)**
- Report writing experience **(E)**
- Experience and understanding of non-formal education interventions **(D)**
- Knowledge and experience of Foróige digital youth work programmes **(D)**

Person Specification – all essential requirements

- An understanding of Youth Work and Community Work methodologies
- Ability to engage target group
- Skills in empowering others and facilitating development
- Empathetic attitude / approachable
- 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 computer skills, including Word processing, MS Access, Excel, Internet and PowerPoint.
- Good administration skills & the ability to work to deadlines

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

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.

Medical: The successful candidate will be required to complete a medical questionnaire / undergo a pre-employment medical.

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 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.

Hours of work: The Youth Officer 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 the Youth Officer will work late evenings/ nights per week (up to 11pm) and some weekend work.

Salary: The salary will be discussed with the successful candidate upon appointment based on the Youth Officer salary scale: €37,436, €38,994, €40,552, €42,113, €43,671, €45,235, €46,798, €49,127, €51,457.

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 will be Linkpoint Youth Services Knocknaheeny & Foróige's Patrick's Hill Premises

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

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