



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive



JOB DESCRIPTION

Job Title:	Programme Officer: Foróige's Third Level Mentoring Programme
Base:	To Be Confirmed Upon Successful Candidate
Location(s):	Dublin or Galway
Hours:	35 hours per week minimum
Contract Type:	Ongoing
Annual Leave:	29 days (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, 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

Foróige's Third Level Mentoring Programme is a targeted approach to supporting students who have transitioned into third level education. Mentees are students that may be in receipt of an Access scholarship or bursary, students who would benefit from mentoring or students who request mentoring to support them to remain in third level education. The aim of this programme is to make learning accessible to groups who are from socio-economically disadvantaged backgrounds and may experience additional challenges such as; isolation and mental health difficulties in their first year of third level education.

The programme is currently operational in six third level campuses; ATU Galway/ Mayo, ATU Sligo, University of Galway, University College Cork, SETU Waterford and NCI Dublin.

The overarching purpose of the Third Level Mentoring programme is to increase the likelihood that students will settle and remain in Third Level Education, successfully complete their course and gain the desired qualifications and skills required for future employment.

The role of the mentor is to be a confidant, who can support the student to settle into third level education and navigate any challenges they may experience. They can also guide the student on matters relating to finance, exams, assessments, health and well-being and accommodation.

The mentors are employees of the institute, working in roles such as administration and student support. The mentors are selected based on their willingness and capability to support a student, their knowledge of the institute and its processes and their interest in the welfare of students.

While the relationship between the mentee and mentor is the most important component of the intervention, also very important is the on-going support and monitoring of the match relationship by programme staff.

The Programme Officer will be employed by Foróige and 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.

Key Responsibilities

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

- i) Establishing and implementing Foróige's Third Level mentoring programme in the third level institutions.
- ii) Recruiting suitable volunteer mentors and mentees in these institutions; training volunteers; setting up and supervising matches and providing support to mentees, volunteer mentors and Access Programme staff.
- iii) Working with mentoring staff to co-ordinate and promote the programme as appropriate
- iv) Updating mentoring manuals, packs and resources.
- v) Operating efficient office procedures in line with data protection act requirements e.g. filing, keeping records etc. and to input metrics into Foróige's data management system, Salesforce, on a weekly basis.
- vi) Completing accurately and submitting on time, any standard clerical procedure of expenses, quarterly performance reports, annual plan etc.
- vii) Attending team meetings and preparing written reports as required for Management and Funders.
- viii) Any such other duties as the board of Foróige and/or the Chief Executive officer shall deem necessary for the effective implementation of the policy and programmes of Foróige.

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 and adults
- 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 3 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 on boarding 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

- 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.
- 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 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 [here](#).