

JOB DESCRIPTION

JOB TITLE: YOUTH OFFICER (1 PART-TIME POSITION)

PROJECT: KILKENNY CARLOW INTEGRATED YOUTH & FAMILY PROJECT

CONTRACT TYPE: ONGOING SUBJECT TO FUNDING

RESPONSIBLE TO: AREA MANAGER

HOURS: 21 HOURS PER WEEK

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 enables 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 400 Foróige Clubs, the Big Brother Big Sister Programme and over 140 General Youth Services and Special Projects

ROLE INFORMATION

The successful candidate will be employed by Foróige as a Youth Officer. The Kilkenny Carlow Integrated Youth and Family Project provided by Foróige, in partnership with Tusla. The service offers structured support to identified at-risk young people and families in counties Kilkenny and Carlow.

The projects implements a model of working with vulnerable young people and families and provides specialist intervention and support services in partnership with others for:

1. Identified young people, who are at risk of reception into care.
2. Young people who are in foster care and approaching disengagement.
3. Young people returning to their family of origin after a period of time in care.
4. Young people with identified additional needs or levels of risk.
5. Parents and siblings of those engaged.

This service aims to meet a clearly identified need to respond in a comprehensive, holistic way to the needs of vulnerable young people and their families. Interventions delivered are experiential, developmental, resilience building programmes designed to promote positive coping capacities and self-care in the face of stressful and difficult circumstances. Programmes range from one to one and group programmes with young people to parenting and whole family supports with a view to increased integration of the young person and family into the community. Referrals to the service are made by Tusla.

KEY RESPONSIBILITIES

The successful candidate 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 for the post is discontinued or a post holder fails to perform satisfactorily, employment may be terminated.

The duties of the 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:

- In consultation with Tusla, identification of the needs and strengths of young people and their families and developing case plans to respond to them effectively in accordance with Foróige's Policies and Procedures.
- Working in partnership with Tusla Social Workers and other key Tusla personnel, in responding to the needs of young people at immediate and sometimes high risk.
- Implementing developmental and educational programmes on a one-to-one or group basis with young people and their families, as appropriate.
- Attending case conferences and reviews, court appearances and regular meetings with key Tusla personnel including the Social Work team.
- Enlisting the support of parent/guardians, family members and others and enabling them to engage effectively with the young person in supporting behaviour change.
- Engaging effectively with parents/guardians and other family members to support them in their role with the young person.
- Assisting the young person and their families to access appropriate community and statutory services and resources.
- Facilitating the integration of the young person into the community through engaging them with local clubs, groups and organisations that suit their interests, build on strengths and meet their needs.
- Enabling vulnerable young people and their families to build skills such as personal effectiveness, self-efficacy, confidence, social competence and resilience.
- Enabling and empowering the young people to fully participate in their own development and that of their community.
- Enabling the project participants to explore the range of options available to them particularly with regard to education, training and/or employment.
- Building and maintaining effective working relationships with key stakeholders in the

community.

- Compiling with the assistance of the Area Manager, reports, plans and any other relevant documentation, ensuring that deadlines are adhered to.
- Operating in compliance with Foróige policies, procedures and guidelines as instructed by Foróige management.
- Day to day administration and budget management as required.
- Any other duties that may be assigned from time to time.

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE E= Essential, D=

Desirable • Education to National Degree standard. **(E)**

- Demonstrable knowledge and understanding of Foróige's philosophy and approach to youth work and engaging young people and families. **(E)**
- A minimum of 1 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. **(E)**
- Experience working with families and parents, particularly in delivering parenting and whole family programmes (D)
- 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. (D)
- Ability to work in an efficient manner and to lead and motivate others. **(E)**
- Car owner with full driving licence **(E)**

PERSON SPECIFICATION (all **Essential** requirements)

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

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.

Annual Leave: The Youth Officer will be entitled to 29 days annual leave pro rata plus Good Friday. The needs of the job must be considered when applying to take this leave.

Hours of work: The Part Time Youth Officer will be expected to work 21 hours per week. Please note these positions will require flexibility in relation to working hours including early mornings, late evenings and weekends as necessary

Salary: The salary for this position will be as per the Foróige Youth Worker 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 domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate Foróige rates.

Base: The base for this post is The Drum Youth Centre, Kilkenny City

Interviews: There will be 2 stages of interviews.
Internal candidates may be required to attend first round stage interview

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