



An Roinn Oideachais  
agus Óige  
Department of Education  
and Youth



**lwetb**  
Bord Oideachais agus Oiliúna  
an Longfoirt agus na hIarmhí  
Longford and Westmeath  
Education and Training Board



**msletb**  
Bord Oideachais agus Oiliúna  
Mhaigh Eo, Shligigh agus Liatroma  
Mayo, Sligo and Leitrim  
Education and Training Board



**etb**  
Bord Oideachais agus  
Oiliúna Dhúin na nGall  
Donegal Education and  
Training Board

**Job Title:** Senior Youth Officer

**Number of Post(s) & Contract Type:** x3 Ongoing, Subject to Funding

**Location(s):** Castlepollard (Westmeath), Raphoe (Donegal), Castlebar (Mayo)

## About Foróige

At Foróige, you're not just taking on a job- you're joining a movement that empowers young people and transforms communities. With over 600 dedicated staff and thousands of volunteers, we work together to create impactful change through innovative programmes, clubs, and services.

Foróige is an independent, non-profit national voluntary youth organisation engaged in out-of-school youth development and education. The purpose of the organisation is to enable young people to involve themselves consciously and actively in their own development and the development of society.

## About the Project

The UBU Youth Services are new youth services, funded by the Department of Education and Youth under the UBU Your Place Your Space funding scheme through the Education and Training Board. There are currently a number of Senior Youth Officer positions available to lead and deliver on the Service Requirement developed by the local Education and Training Boards on behalf of the Department of Education and Youth under the UBU Your Place Your Space Funding Scheme:

Donegal ETB – UBU Lifford, Stranorlar, Raphoe, Ballindrait, Castlefinn and Killygordan

Longford Westmeath ETB – UBU Castlepollard

Mayo Sligo Leitrim ETB- UBU Castlebar with outreach to Ballinrobe

UBU Your Place Your Space youth services allows young people to access out-of-school supports in their local communities to enable them to achieve their full potential by strengthening their personal and social development outcomes.

The Senior Youth Officers 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.



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## Key Responsibilities

The duties of the Senior Youth Officer shall be notified by the Board of Foróige and/or their nominee. The function is achieved through fulfilling the main duties outlined below:

- In conjunction with the Foróige Manager be responsible for the design, organisation/co-ordination and implementation of educational and support programmes with the target group of young people in the area.
- Report to the Foróige Manager. Attend meetings and prepare written reports as required for the Management/Advisory Committee and funders where required..
- Lead the development, delivery and monitoring of the programme which is aimed at enhancing the personal, social and educational development of the young people
- Co-ordinate the day-to-day operation of the local office and the expenditure of the agreed programme budgets
- Write annual and other reports as required, develop proposals, oversee the development and implementation of the annual plan in consultation with the Foróige Manager and ensure annual targets as per the UBU 3-year Plan are met.
- Supervise and support a team of youth officers in the day-to-day implementation of their work
- Build and maintain relationships with local stakeholders.
- Ensure the project operates in accordance with the rules and requirements of the UBU Your Place Your Space.
- Administration, systems, budget and resource management
- Working collaboratively as part of the wider Foróige team.
- Any such other relevant duties as the board of Foróige and/or the Chief Executive Officer or the nominee of the Chief Executive shall deem necessary for the effective implementation and the policy and programmes of Foróige and UBU Your Place Your Space Rules.

## Professional Qualification, Experience

**(D: Desirable; E: Essential)**

- Education to Degree standard preferably in the area of Youth/ Justice/ Social / Community Work (E) (candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications)
- A minimum of 3 years relevant work experience (E)
- Relevant paid or voluntary experience of working with young people (E)
- Access to a car and full driving licence. (E)



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## Person Specification (Essential)

- Ability to build and maintain effective relationships with young people
- Highly organised, systematic and flexible in approach
- 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
- Excellent verbal and written communications skills
- Ability to follow organisational guidelines and processes.
- Knowledge and experience of systems, processing and administration
- Flexibility in relation to hours of work to meet the needs of the work.
- Adept at leading and managing staff.
- Proficient in ensuring the ongoing efficiency of the project's operational processes.

## Benefits to Support You

**Salary:** Foróige Senior Youth Officer Salary scale: €52,883, €54,851, €56,823, €58,793, €60,759, €62,725

The highest starting point for this role will be point 1.

**Annual Leave:** 29 days annual leave plus Good Friday.

**EAP:** 24/7 Employee Assistance.

**Pension:** Contributory pension benefits.

**Bike to Work Scheme**

**Commuter Travel Tax Saver Ticket**

**Training & 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 & Supervision policy and practices that supports your professional development.

**Progression Opportunities**

**Career Break:** Up to 2 years Career Break after 3 years' service.

**Unpaid Leave:** Up to 6 months Unpaid Leave Break 1 year service.

**Flexible Work:** Flexible work practices that support work life balance.

**Maternity and Paternity Benefit:** Top up Maternity and Paternity Benefit pay.



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## Other Information

**Garda vetting:** Candidates under consideration for employment in Foróige will be subject to Garda vetting.

**Hours of work:** You 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 you will work some late evenings/ nights per week (for full time this will be up to 3 late evenings) and some weekend work.

**Travel:** This post will involve domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate Foróige rates.

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

**All information related to Foróige, our annual report, our work, our projects and services is available on our website - please see [www.foroige.ie](http://www.foroige.ie) for additional information**

Foróige is not in a position to sponsor work permit applications. All applications should hold a valid work permit and permission for ROI.