



## JOB DESCRIPTION

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| <b><u>Job Title:</u></b>      | SCP Coordinator<br>Mullingar School Completion Programme |
| <b><u>Contract Type:</u></b>  | Fixed Purpose – Maternity Cover                          |
| <b><u>Responsible To:</u></b> | SCP Area Manager   |
| <b><u>Location:</u></b>       | Mullingar, Co. Westmeath                                 |
| <b><u>Hours:</u></b>          | 35 hours per week minimum                                |
| <b><u>Annual Leave:</u></b>   | 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 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 400 Foróige Clubs 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, 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

The School Completion Programme (SCP) is a targeted programme which aims to increase the numbers of children and young people staying in primary and post primary school and in doing so improve the numbers of young people who successfully complete the Senior Cycle, or equivalent. The primary focus of the Programme is to work with those who may be at risk of educational disadvantage through early school leaving.

The SCP aims to impact positively on school:

- Attendance
- Participation
- Retention

The SCP is a national programme, and an action under the Department of Education & Skills DEIS – ‘Delivering Equality of Opportunity in School’ Plan (2017).

The Programme provides a range of local targeted interventions in disadvantaged schools and communities designed to support the retention of children and young people in education.

The SCP is funded by Tusla Education Support Service. Foróige is contracted by the Local Management Committee.

#### **Role information & key duties**

The duties of the School Completion Programme Coordinator will include but are not limited to:

- Co-ordination, implementation and delivery of the School Completion Programme plan drawn up in conjunction with the Local Management Committee
- Identify and respond to the educational welfare needs of targeted children and young people, in particular those identified as 'at risk' of early school leaving
- Organise and facilitate the provision of in-school, out-of-school, after school and holiday time supports for identified children and young people in the primary and post primary schools
- Delivery of direct, one to one and group programmes and interventions to identified children and young people in the primary and/or post primary schools.
- Engage the target group and support children and young people to develop knowledge, skills, attitudes and behaviours in the areas of social and emotional literacy, personal effectiveness, school readiness and educational achievement to enable them to effectively participate in the school environment
- Work collaboratively with School Principals, Care Teams, Home School Community Liaison (HSCL) Coordinators, Educational Welfare Officers and other professionals using the SCP Intake Framework to identify children and young people to be targeted for the project and to plan coordinated interventions as appropriate
- Working in partnership with local community and voluntary organisations as appropriate to meet identified needs of project participants
- Participate in Attendance and Student Support Meetings in each of the schools within the cluster
- Lead the School Completion Programme project staff team, providing support and supervision as well as facilitate and coordinate their supports for children and young people
- Participate in appropriate training organised through Tusla and/or Foróige and/or schools
- Prepare the annual retention plan and the annual report
- Monitor and evaluate the quality of the Programme
- Keep a comprehensive report and descriptions of all aspects of the Programme recording successes, challenges and changes
- Oversee day to day expenditure of the Programme and keep accurate records of payments and receipts and work within the budget constraints for the Programme
- Reporting to the Foróige SCP Manager and the SCP Local Management Committee as required
- Cooperate with Tusla requirements in relation to the evaluation and audit of the Programme and the collection of data and furnishing of reports required on a timely basis

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

- Education to QQI level 8 Qualification in youth work, education or other related discipline relevant to the role. (E)
- A minimum of three year relevant experience working with children/young people in a similar role (E)
- Experience in managing, leading and supporting a team of staff (E)
- Experience in managing budgets (D)
- Experience in relationship management with local funding agencies and stakeholder organisations (E)
- Knowledge and experience of Logic Model planning (E)

- Full Irish driving licence and access to a car (**E**)
- Knowledge of early school leaving factors in Ireland (**E**) and familiarity with DEIS Schools & the School Completion Programme (**D**)

#### **Person Specification (all Essential requirements)**

- Ability to engage and support children and young people experiencing adversity to achieve identified outcomes.
- Ability to lead and manage a diverse range of staff
- High level of motivation / ability to work on own initiative
- Excellent interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships with adults and young people
- 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 working as part of a team
- Excellent written communications skills, including ability to draft summary information and correspondence, excellent report writing skills
- Ability to implement and 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 will 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 children and young people, candidates under consideration for employment in Foróige will be subject to Garda Vetting.

**References:** The successful candidate will undergo two reference checks before commencing employment with Foróige.

**Hours of work:** The Coordinator will be expected to work a minimum of 35 hours per week. Please note this position will require flexibility in relation to working hours. It is expected that the Coordinator will work during and after school hours.

**Salary:** Based on the YouthReach Co-Ordinators Salary scale.

**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 for this post will be Mullingar, Co. Westmeath.

**Applications:** Applications should be made by way of the Foróige job application form only. The job application form is available to download [here](#)