



An Roinn Oideachais
agus Óige
Department of Education
and Youth



Job Title: Mentoring Programme Officer

Number of Post(s) & Contract Type: 1, Ongoing Subject to Funding

Location(s): Westmeath/Offaly

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

Foróige's Mentoring Programme connects a vulnerable young person to an adult volunteer mentor to facilitate a positive transition from adolescence into adulthood. Foróige's Mentoring Programme has undergone numerous evaluation studies to assess outcomes for young people. Results show that the mentoring intervention is effective in relation to emotional wellbeing and social support as well as strong adherence to best practice in youth mentoring.

The programme matches an adult volunteer to a young person in need of support. Its core assumption is that a caring and supportive friendship will develop and reinforce the positive development of the young person. Typically the match meets once a week, for one to two hours, and the initial commitment is for one year. The underlying assumption is that the adult volunteer will become a role model, a mentor, but perhaps most of all, a friend. A blended mentoring programme can be offered to support young people by matching them with a caring adult volunteer who they can connect with weekly in person or online. The successful candidate will be responsible for facilitating a range of Foróige's Mentoring models including the Big Brother Big Sister Programme, The MentorMe Programme, Site based Mentoring, and Peer to Peer School Mentoring.



Key Responsibilities

The Programme Officer will be employed by Foróige and 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 of 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 Organisation's National Council and/or its Chief Executive from time to time. These duties will include:

- Implementing and operating the Mentoring Programme locally in Westmeath/Offaly regions
- Recruiting volunteer mentors, assessing their suitability and providing training and ongoing support and recognition
- Liaising and networking with key referral agencies to seek referrals of young people aged 10-18 to the programme, conducting an intake process to assess the programmes suitability to meet the needs of these young people
- Setting up and supervising matches between young people and volunteer mentors and providing support to the young people, volunteer mentors and parents/guardians as appropriate
- Organising and facilitating group activities for matches
- Implementing a case management approach to the role using the programme's Salesforce system
- Operating efficient office procedures in line with GDPR requirements and recording HR and financial data using Foróige's HR and financial data processing system
- Attending team meetings and preparing written reports as required for Management and Funders
- Any such other duties as the National Council and/or the Chief Executive shall deem necessary for the effective implementation of the policy and programmes of Foróige and the Mentoring Programme



Professional Qualification, Experience (D: Desirable; E: Essential)

- 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 an advantage **(D)**
- Experience of using Salesforce or another case management system **(D)**

Person Specification (Essential)

- Ability to build and maintain effective relationships with young people
- Ability to be proactive, use own initiative and work effectively within a pressurised environment
- Positive and flexible approach to working as part of a national team
- Excellent verbal and written communication skills, including ability to draft summary information and correspondence.
- 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 follow organisational guidelines and processes.
- Knowledge and experience of systems, processing and administration, including use of Google Workspace
- Flexibility in relation to hours of work to meet the needs of the work.

Benefits to Support You

Salary: Foróige Youth Officer Salary scale: €38,558, €40,163, €41,769, €43,376, €44,982, €46,592, €48,201, €50,601, €53,001. The highest starting point for this role will be Point 3.

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.



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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 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: 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 the successful candidate will work some evenings per week and some weekend work based on the availability of volunteers and young people/families.

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 employment bases for this post will be in Athlone, Co. Westmeath. The successful candidate will be eligible to apply for a hybrid working arrangement involving up to 3 days remote working per week following 6 months of service and satisfactory completion of a probation period.

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 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.