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HSBC



Comhairle Cathrach  
Bhaile Átha Cliath  
Dublin City Council

**Job Title:** Youth Officer - Foróige Universal DC

**Number of Post(s) & Contract Type:** Ongoing

**Location(s):** Foróige Dublin City, Christchurch Hall, The Liberties, Dublin, D08 VNW9

### **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 some 600 staff and involves thousands of volunteers in the creation and delivery of high-quality services to young people through the operation of 400 Foróige Clubs and over 200 General Youth Services and Special Projects. These community-based and community-supported initiatives are run in almost every county in the state, 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.

### **Role information**

This post is an exciting new Foróige initiative in Dublin City and is supported by Basis Point, HSBC and Dublin City Council. The Youth Officer in **Foróige Universal DC** will develop and support new community based and volunteer led Foróige Clubs for young people across Dublin City. The role involves engaging with volunteers, young people and families and working with local community stakeholders, identifying and recruiting suitable adult volunteer leaders, training and supporting them to operate clubs in partnership with young people. It involves providing training to young people and implementing and developing a range of non-formal education programmes in partnership with the volunteer leaders. It involves direct youth work delivery with young people and the provision of staff and volunteer led holiday programmes. This is a unique role that has huge opportunities for skills development, provides a wide range of work experiences and has the opportunity for flexibility and creativity. The Youth Officer for Foróige Universal DC 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 the post holder fails to perform satisfactorily, employment may be terminated.



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## Key Responsibilities

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 board of Foróige and/or its Chief Executive and/or the nominee of the Chief Executive from time to time. These duties will include but are not limited to:

- **Developing** – Establishing volunteer led Foróige clubs and groups in partnership with local communities and the local authority through the recruitment of volunteer leaders and members.
- **Organisation** – Assisting volunteers, to organise themselves effectively and efficiently to engage in youth development activities including volunteer led summer projects and establishing new Foróige clubs and other volunteer led options and recruiting adult leaders.
- **Training** – Training of adult volunteers and young people to enable them to perform their tasks more effectively.
- **Programme Development** - Developing education programmes as aids to adult volunteers in their task of youth development and enabling adult volunteers to devise their own programme.
- **Direct Work** - Engaging, building and maintaining strong, positive relationships with the young people and engaging them in groupwork
- **School Holiday Programmes** - The coordination of diverse and dynamic needs and interest based programmes, engaging young people during school holiday times.
- **Promoting** – Promoting Foróige volunteer led options in local communities and organisations.
- **Implementing** - Best practice policies and procedures in relation to child safeguarding, quality club standards, volunteer recruitment, retention and selection.
- **Interacting** - with other Foróige projects and services in the area as appropriate.
- **Reporting** - Producing regular scheduled reports to management and funders as required
- 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.

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

- Education to Degree standard (note: candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications) (E)
- Experience of volunteer recruitment, development and retention methodologies (D)
- A minimum of 1-year relevant work experience (D)
- Ability to engage target group (E)
- Paid or voluntary, experience working with young people (D)
- Access to a car and full driving licence (D)



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## Person Specification (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 in the evening and some weekends 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

## Benefits

**Salary:** This will be based off of the Foróige Youth Officer Salary scale: €38,558, €40,163, €41,769, €43,376, €44,982, €46,592, €48,201, €50,601, €53,001

The maximum starting point for this role is point 2.

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

**Pension:** Contributory pension benefits

**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 practises 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.

**Bike to Work Scheme**

**Commuter Travel Tax Saver Ticket**



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**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 you will work some late evenings/ nights per week 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](#).