



**Job Title:** Youth Officer

**Number of Post(s) & Contract Type:** 1 x Ongoing Contract(s)

**Location(s):** Linkpoint UBU, Knocknaheeny, Foróige. Harbourview Road, Knocknaheeny, Cork, T23 YPT7. Outreach to Foróige Patrick's Hill Premises.

### 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

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

The UBU Youth Services are 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 is now a vacancy for a Youth Officer to work with young people within the Link Point UBU project to deliver on the Service Requirement developed by the local Education and Training Board - Cork ETB, on behalf of the Department of Education and Youth under the UBU Your Place Your Space Funding Scheme.

The Youth Officer will enable young people to engage in a suite of innovative and cutting-edge digital skills programmes and initiatives that equip young people with the skills, values and competencies necessary to excel in the digital era, by design and not simply by chance and use these skills to benefit their communities. To ensure the highest standards of Digital Youth Work and to facilitate maximum impact in



the Linkpoint Catchment area and the associated UBU projects in Cork, this post will maintain a formal functional link with the national Foróige Go Digital Youth Work Team. The Youth Officer will act as a key local exemplar for the national strategy, receiving support and specialist expertise for the development of the Cork Digital Hubs and digital youth work and programmes, and in turn contributing local learning and innovation back to the national network for continuous quality assurance and programme enhancement

## **Key Responsibilities**


The Youth Officer 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.

### **Key Responsibilities**

- The duties of the 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:
- Developing innovative programmes and interventions to meet the needs and interests of the young people and as identified by the ETB as a priority.
- Engaging, building and maintaining strong, positive relationships with the target groups on both a group and one-to-one basis
- Engaging the young people in a process of learning and development
- Designing, implementing and evaluating creative, culturally appropriate and responsive outcomes-focused plans and interventions for project participants.
- Ensuring compliance with Foróige policies, procedures and guidelines.
- Building and maintaining relationships with local stakeholders, particularly other services engaged with young people in the catchment area.
- Operating 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

The duties of the Youth Officer shall be notified by the board of Foróige and/or its Chief Executive or nominee. These duties will include:

- In conjunction with the Foróige Manager and other Youth Officers in the Project, being responsible for the design, organisation/co-ordination and implementation of educational and support programmes with young people including a range of creative technology opportunities including digital photography, video production, coding, 3D printing, music and music technology and the suite of Foróige Go Digital Youth Work programmes.
- Establish and incorporate technology and digital media programmes Establishment and upkeep of the Foróige Digital Hubs, including file management, trouble-shooting, and technical support to young people and volunteers.
- Ensure local Digital Youth Work and Digital Hub development aligns with the national Foróige Digital Youth Work Plan, sharing local Cork learning and innovation to inform the national team's strategy and continuous quality assurance.
- Pilot, deliver, and provide constructive feedback on the design and development of new and innovative digital youth work and programmes, acting as a key local exemplar for these



initiatives. Engage in the Foróige Go national Digital Youth Work Team meetings and training opportunities to ensure high-quality, up-to-date delivery of digital youth work in Cork City, and support the local Area Manager and other staff to facilitate digital youth work through cofacilitation and linking to national resources and capacity-building models.

- Recruit and involve targeted young people in appropriate programmes to ensure they achieve their full potential in all areas of their life and increase community attachment.
- Report to the Foróige Manager.
- Attend meetings and prepare written reports as required for the Management and funders.
- Write annual and other reports as required. Deliver and evaluate all programmes to ensure outcome focused results. Provision of other youth work interventions including design, facilitation and evaluation of summer programmes, school holiday programmes.
- Together with the other youth officers, provision of late-night outreach work and Saturday work.
- Networking with relevant agencies.
- Accurately and submit on time any standard clerical procedure e.g. reports, travel expenses, petty cash, requisitions, project files etc. Undertake public relations activities to promote the image and purpose of the project.
- Organise appropriate public events designed to give recognition to young people for learning or achievement and or to promote the project in the area.
- Any such other relevant duties as the board of Foróige and/or the Chief Executive or the nominee of the Chief Executive shall deem necessary for the effective implementation of Foróige's policy and programmes.

### **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)
- Relevant paid or voluntary experience of working with young people (E)
- Access to a car and full driving licence. (Essential)

### **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 team
- Excellent verbal and written communication 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.

## Benefits to Support You

**Salary:** Foróige Youth Officer 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 6 (Depending on experience).

**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.

## Other Information

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

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

**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.**