



Job Description

Job Title:	Club Development Worker South Mayo
	Location: South County Mayo
Type of contract:	Ongoing Subject to Funding (35 hours)
Base:	Castlebar, Co Mayo

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 some 400 Foróige Clubs, one to one Mentoring Programmes and some 180 General Youth Services and Special Projects. These community-based and community-supported initiatives are run throughout the country, 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.

Project information

Essentially the Development Worker will support volunteer adults to facilitate youth development through community based volunteer led Foróige clubs.

This Post is for County Mayo. Other posts may become available. The staff person will develop and support existing and new clubs in rural and urban communities throughout the county. Skills in volunteer recruitment or volunteer management, youth work, training and community development will all be relevant in this post. The Development Worker will enable the volunteers in those clubs to involve young people in their own development and in that of the community but in their clubs and through interclub events, leadership skills development, and other Foróige programmes.

Key Responsibilities

The duties of the Club Development Worker 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 officer from time to time. These duties will include:

- Supporting volunteers to facilitate the club model correctly, leading to quality youth work
- Programme development in club , including facilitation of programs with young people where appropriate
- Identifying communities and locations where Foróige volunteer led clubs would be a suitable way of meeting youth needs.

- Recruiting volunteers for existing and new clubs and supporting volunteers to recruit others.
- Facilitating training for volunteers as needed –for example, Starting Out in Foróige, Child Protection Training, Club Officer Training, Level 2 training modules, facilitation skills personal effectiveness training, Use of Salesforce recording system and others.
- Ensuring that the clubs are operating to the standard required and adhering to Foróige policies, procedures and guidelines
- Providing consultancy and problem solving support to volunteers as required
- Facilitating volunteers to come together in an agreed structure to support each other in their Foróige roles.
- Networking and liaising with relevant stakeholders
- Engagement with other youth serving agencies/organisations
- Completing reports and other administrative tasks and recording procedures as required.
- Following policies and procedures prescribed by Foróige in relation to child protection and other matters.
- Any other duties as the board of Foróige and/or the Chief Executive officer or the nominee of the Chief Executive officer shall deem necessary for the effective implementation and the policy and programmes of Foróige.

Professional Qualifications and Experience (E=essential; D=Desirable)

- Education to National Diploma or Degree standard in a relevant area **(E)**
- Access to car and full driving licence **(E)**
- Experience of recruiting volunteers and best practice in volunteer development **(D)**
- Paid or voluntary, experience working with young people and volunteers **(D)**
- Knowledge and experience of Foróige volunteer led youth work **(D)**
- An understanding of adult learning/ Training methodologies **(D)**

Person Specification (All Essential requirements)

- High level of motivation / ability to work on own initiative
- Ability to build and maintain professional relationships
- Positive and flexible approach to working as part of a team
- Good written communications and report writing skills
- Good computer skills, including Word, Excel, Internet, and Social Media
- Ability to relate with empathy to young people and volunteers
- Good organisational skills

Requirement 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. 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 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 young people, candidates under consideration for employment in Foróige will be subject to Garda vetting.

References: The successful candidate will undergo 2 reference checks before commencing employment with Foróige.

Annual Leave: The Development Worker will be entitled to 29 days annual leave pro rata plus public holidays. The needs of the job must be considered when applying to take this leave.

Hours of work: The Club Development Worker will be expected to work a minimum of 35 hours per week. The position will require flexibility in relation to working hours. Work during unsocial hours is required three or more evenings in many weeks. There will be some weekend work.

Salary: Salary will be discussed with the successful candidate upon appointment. It will be based on Foróige's Youth Worker salary scale which rises over 9 points.

Base: The employment base for this role will be in a Foróige office in Castlebar.

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: Applications should be made by way of the Foróige job application form [here](#)