



Job Description

Job Title: Training Officer, Foróige Leadership for Life

Reporting to: Senior Youth Officer

Type of contract: One Year Fixed Term

Location: Negotiable (based in a Foróige Office Space)

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, the Big Brother Big Sister Programme 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, 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

The development of young people as leaders is core to the work of Foróige. Foróige's Leadership for Life programme, which sits within the wider Training, Learning and Development function of Foróige, enables young people to develop the skills and qualities necessary for them to be effective leaders, as well as challenging them to use these skills for the betterment of society. The programme is continuing to expand, with over 3,500 young people engaging annually and 500 young people graduating with the Foundation Certificate in Youth Leadership & Community Action annually.

and Enthusiasm), has recently been developed for young adults (18-23 years old). This programme has been designed as a tool to enable young adults to enhance the skills they already possess, develop new skills and help them to identify the relationship between these skills and the skills that employers, colleges and other agencies are looking to find in a candidate. The programme consists of 11 sessions and explores topics such as communication, emotional intelligence, decision-making, presentation skills, teamwork and problem-solving. This exciting new programme will be launched in the coming months.

The training officer will join a team of 4 who support a large number of programme facilitators across a wide variety of sectors. This is an opportunity to join a motivated and energetic team that helps to develop young people's skills and potential. This role will involve the launch and promotion of the STRIVE programme to Foróige staff and external organisations. This role will also have a significant emphasis on the training and support of facilitators from Foróige, the education sector and the wider youth sector, primarily in the Leadership for Life and STRIVE programmes but also in some of Foróige's other programmes.

Key Responsibilities

The duties of the training officer will include but are not limited to:

- Facilitating training in the Foróige Leadership for Life Programme and associated programmes.
- Design and development of training and support sessions for the new STRIVE programme.
- Development of a suite of support resources for the STRIVE programme.
- Promotion of the STRIVE programme internally and externally to Foróige.
- Providing ongoing support and consultation to programme facilitators and partners on programme implementation, problem-solving and quality assurance.
- Collaborating with the programme team to design and update resources and materials relevant to the programmes.
- Assisting in the planning and coordination of events, information sessions, webinars, conferences and other programme-related initiatives.
- Assisting in developing and maintaining strong relationships with key stakeholders to broaden programme reach and impact.
- Promoting leadership development opportunities for young people and young adults.
- Developing creative and innovative methodologies to promote the work of the Leadership for Life and STRIVE programmes.
- Implementing quality assurance processes to ensure the desired outcomes of the programme are met.
- Writing plans and other reports related to the programmes as required.
- Facilitating in-service staff training directly, including but not limited to induction training; needs assessment and curriculum design; planning and evaluation; consultancy and group dynamics; and training in other Foróige programmes as required.
- Any such other relevant duties as the Board 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 Qualifications and Experience

E=Essential; D=Desirable

- Education to National Degree standard (E)
- Skilled in group facilitation, with the ability to lead discussions, workshops, and activities effectively (E)
- Access to car and full driving licence (E)
- Experience and understanding of the design and provision of staff training (D)
- Knowledge and experience of Foróige programmes, in particular the Foróige Leadership for Life Programme (D)
- Experience and knowledge of the use of digital tools such as Canva, Google sites, Moodle, etc. (D)
- Ability to facilitate the learning process (E)
- Excellent teamwork skills (E)
- Experience and understanding of non-formal education interventions (D)
- Experience and understanding of training, programme and curriculum design (E)
- Experience and knowledge of engaging with 18-23 year olds (D)

Person Specification

- Excellent interpersonal skills, including the ability to liaise with a wide range of contacts and build and maintain effective working relationships.
- Excellent communication and teamwork skills.
- Excellent standards of accuracy and attention to detail.
- Ability to be proactive, use your own initiative and work effectively within a pressurised environment.
- Good written communication skills, including the ability to draft summary information and correspondence.
- Excellent computer skills, including use of Google Suite and online training platforms.

Requirements of all Foróige staff

- Commitment to the purpose of Foróige and to working 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.
- 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 Chief Executive Officer of Foróige or their nominee from time to time.

Benefits:

Salary: This will be based off of the Foróige Support Services Officer Scale: €35,277, €36,881, €38,487, €40,093, €41,700, €43,310, €44,918, €47,319, €49,719, €53,001.

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. Maternity and

Paternity Benefit: Top up Maternity and Paternity Benefit pay.

Other Information:

Base: The employment base for this post will be in a suitable Foróige office 4.

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. There may be times when some flexibility is required in relation to working hours.

Applications: Please apply [here](#).