



## JOB DESCRIPTION

<b><u>Job Title:</u></b>	SCP Project Worker, Mullingar School Completion Programme
<b><u>Contract Type:</u></b>	Fixed Purpose – Secondment Cover
<b><u>Responsible To:</u></b>	SCP Project Coordinator
<b><u>Location:</u></b>	Mullingar, Co. Westmeath
<b><u>Hours:</u></b>	35 hours per week minimum
<b><u>Annual Leave:</u></b>	29 days per year (pro-rated)

### **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 Foróige Clubs, Youth Services and Youth Support Projects. These community-based and supported initiatives are run across Ireland, in rural and urban environments, in partnership with various voluntary and statutory agencies. The organisation is a registered charity and is supported by 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 School Completion Programme is a targeted programme which aims to increase the numbers of children and young people staying in primary and post primary school and in doing so improve the number that successfully complete the Senior Cycle, or equivalent. The School Completion programme works with students aged 4-18. The focus of the Programme is to work with those who may be at risk of educational disadvantage through early school leaving.

The School Completion Programme aims to impact positively on school:

- Attendance
- Retention
- Participation

The School Completion Programme is a national programme, and an action under the Department of Education & Skills DEIS – ‘Delivering Equality of Opportunity in School’ Plan (2017).

The Programme provides a range of local targeted interventions in disadvantaged schools and communities designed to support the retention of children and young people in education.

The School Completion Programme is funded by Tusla Educational Support Services.  
The project is operated and managed on behalf of the Local Management Committee by Foróige.

### **Role information & key duties**

There is a staff team comprising of Co-ordinators and project workers as well as sessional staff. There is currently a vacancy for a full time school based project worker.

It should be understood however that while School Completion Programme project workers are primarily engaged to work with either primary or secondary level students, that duties cross between and across all of the schools and engagement may be required with older or younger students as part of the role as the need may arise.

The duties of the School Completion Programme Project Worker will include but are not limited to:

- Provision of direct, one to one and group supports and interventions to identified children and young people in the secondary schools and primary schools as part of the implementation and delivery of the School Completion Programme plan as set by the Local Management Committee and with the support of the Project Coordinator
- Organising and facilitating the provision of in-school, out-of-school, after school and holiday time supports and evidence informed programmes for identified children and young people
- Engaging the target group and supporting those children and young people to develop knowledge, skills, attitudes and behaviours in the areas of social and emotional literacy, personal effectiveness, school readiness and educational achievement to enable them to effectively participate in the school environment.
- Enabling and empowering pupils to participate in their formal education and other learning and development activities within the school environment.
- Working collaboratively with other Education and Welfare Services including Home School Community Liaison, Education and Welfare Officers, the School Care team, Principals and other professionals to identify the students to be engaged with the Project and to plan coordinated intervention for those children and young people across appropriate services to compliment SCP interventions.
- Reporting to the programme Co-ordinator and the Local Management Committee as required.
- Keeping up to date with local, regional and national developments in the education and welfare sector, in relation to both policy and practice.
- Completing reports and other administrative tasks and recording procedures as required including attendance tracking and managing files in relation to students engaged.
- Following policies and procedures prescribed by Foróige in relation to child protection and other matters.
- Undertaking any other work relevant to the development of the programme as may arise.

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

- Education to Degree standard in a relevant area e.g. social care, education, youth work etc (note: candidates with a Diploma and with exceptional, relevant work experience may also be considered in lieu of degree qualifications) **(E)**
- A minimum of 1 year relevant paid or voluntary experience working with young people in a similar role **(E)**
- Experience in the delivery of evidence informed/ based programmes to young people **(D)**
- Knowledge and experience of Logic Model planning **(D)**
- Full Irish driving licence and access to a car **(D)**
- Knowledge of early school leaving factors in Ireland and familiarity with DEIS Schools **(D)**

### **Person Specification** (all **Essential** requirements)

- Empathy, approachability and an ability to relate to young people
- Understanding of and Commitment to the purpose of the School Completion Programme
- Excellent interpersonal skills, including ability to build and maintain effective working relationships with children, young people and adults.
- Excellent standards of accuracy and attention to detail
- 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 written communication, including strong report writing skills.
- Ability to implement and follow organisational guidelines and processes
- Good computer skills, including experience of MS Word, Excel & Internet use

### **Requirements 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. Work during unsocial hours may 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

### **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 children and 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 Project 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 Project Worker will be expected to work a minimum of 35 hours per week. Please note this position will require flexibility in relation to working hours. It is expected that the Project Worker will work before, during and after school hours.

**Salary:** The salary for this position will be based on the CDYSB Youth Worker Scale.

**Travel:** This post will involve some domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate Foróige rates.

**Base:** The employment base for this post will be Mullingar, Co. Westmeath.

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