



An Roinn Dlí agus Cirt,
Gnóthaí Baile agus Imirce
Department of Justice,
Home Affairs and Migration

Skillseekers is supported by the Integration Fund

JOB DESCRIPTION	
<u>Job Title:</u>	Youth Officer
<u>Project:</u>	Skillseekers (Integration Fund)
<u>Location:</u>	Christchurch, Dublin 2
<u>Contract Type:</u>	Fixed Term Contract (6 months)
<u>Hours:</u>	35 hours per week minimum
<u>Annual Leave:</u>	29 days per year pro rata

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.

Role information

Skillseekers is a Foróige Project which will engage and empower young International Protection Applicants residing in Dublin City. Funded through DJHAM, the project engages with young people aged 16 - 24 who are residing in IPAS centres and sites in The Dublin City Council Region and involve them in skills and employment focussed youth work provision which will increase their education and employability skills and enhance their capacity, leadership, creativity & agency . The curriculum for the project will be needs and interest focussed but will involve a programme to deliver practical and soft skills through skills based programmes and Foróiges suite of manualised programmes such as Ready Steady Life, Leadership For Life and Foróige GO (Digital Youth Work). Skillseekers runs from two sites - one in the south city and one in the north city.

Key Responsibilities

The successful candidate 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.

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

- Developing strong working relationships with IPAS Centres, Tusla & other agencies to recruit and engage those aged 16- 24 years in Skillseekers
 - Coordination of the Skillseekers Initiative including coaching, supporting the development of soft skills, supporting work and training placements and facilitating access to existing training, education and employability supports.
 - Designing brief employment interventions and supports for young people who are in unstable and unpredictable accommodation.
 - Creating career hubs to connect young people to training, employers and colleges & engaging young people in national and international opportunities as appropriate
 - Completing accurately and submitting on time any plans, reports and other administrative duties as requested by Foróige or programme funders
 - Networking and co-operating with other agencies/organisations and community groups in the city in order to initiate and contribute to responses to meet youth needs.
 - Focusing on developing culturally appropriate interventions in response to the needs of the young people targeted by the Project. This requires dynamic and creative approaches to working with diverse groups of young people.
 - The engagement of the young people in the co-design of the project and the programmes on offer.
 - Regularly evaluate the impact of the youth work interventions and evidence the improved outcomes for young people.
 - Any other relevant duties requested by the board of Foróige and/or the Chief Executive or their nominee for the effective implementation of Foróige's policies and programmes.

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

- Education to Degree standard preferably in the area of Youth/ Justice/ Social /
 - Family /Community Work (E) (candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications)
- Ability to relate to young people and engage the target group (E)
- Relevant paid or voluntary experience of working with migrant young people or IPAs (E)
- Experience working with young people from the International Community (D)
- A strong understanding of the International Protection System in Ireland (D)

Person Specification (all Essential requirements)

- 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 3 and will be dependent on experience.

Annual Leave: 29 days annual leave (pro rata) 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. **Note:** A panel may be

formed from which future positions funded from a variety of source

may be filled.

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 [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 for additional information.