



An Roinn Leanaí, Comhionannais,  
Michumais, Lánpháirtíochta agus Óige  
Department of Children, Equality,  
Disability, Integration and Youth



## JOB DESCRIPTION

|                          |                              |
|--------------------------|------------------------------|
| <b>Job Title:</b>        | Youth Integration Officer    |
| <b>Location(s):</b>      | Monaghan town                |
| <b>Type of contract:</b> | Fixed term contract          |
| <b>No of hours:</b>      | 21-35 hours per week minimum |
| <b>Annual leave:</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 400 staff and involves thousands of volunteers in the creation and delivery of high-quality services to young people through the operation of over 500 Foróige Clubs, the Big Brother Big Sister Programme and over 160 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**

Foróige are funded to provide support to Ukrainian young people who have fled from the war in Ukraine, and young people who are living in International Protection Accommodation Centres (IPAS) and who are being integrated into local communities.

The age range of the service is young people 10-24 years old and the catchment area is county wide with specific remit for Monaghan town and Carrickmacross.

The project engages vulnerable young people in programmes aimed at enhancing their personal and social development outcomes – enhancing communication and language, integration, confidence, creativity & imagination, building relationships, resilience & determination and emotional intelligence skills. The project aims to do this through a broad range of creative and vibrant methods working alongside local advocates for the Ukrainian/IPAS and other communities.

The targeted programmes are intended to promote interaction between the Ukrainian/IPAS communities and local youth communities, breaking down cultural barriers and fostering understanding. The programme of work will encourage community engagement, enhanced integration and facilitating greater social connections.

The programmes will cater to participants' needs and interests, helping them build a sense of identity and purpose in their new environment, rebuilding their lives and contributing to their new local community.

Programmes will be co-designed, at times that suit and be accessible to the target group. The programme will collaborate with other agencies working in this area in order to better enhance the intended outcomes.

The Youth Integration Officer will work as part of the Monaghan Neighbourhood Youth Project team.

The Youth Integration Officer will be employed by Foróige and will be given a fixed term contract of employment until 31<sup>st</sup> December 2026. 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 Youth Integration Officer immediate supervisor is the Foróige Area Manager. The base is Monaghan town.

### **Key Responsibilities**

The duties of the Youth Integration Officer as shall be notified by the Foróige Area Manager. These duties will include:

- Developing new and innovative programmes and interventions to meet the needs and interests of the Ukrainian/IPAS young people in the identified catchment area, operated primarily on evenings, on weekends and during school holidays.
- Developing tailored programmes and activities to support each Ukrainian/IPAS young person's welfare and development whilst seeking to improve Communication Skills, Confidence and Agency, Planning & Problem-Solving Relationships, Creativity & Imagination, Resilience and Determination and Emotional Intelligence.
- Recruiting, supporting and working alongside volunteers to deliver youth development activities for Ukrainian/IPAS young people.
- Delivering and facilitating of integrative youth work programmes to groups of young people in partnership with existing Foróige staff and teams.
- Giving priority to developing and enhancing interagency collaborations with other providers of services for young people operating in the identified area.
- Ensuring a minimum of 70% of the service effort will be on direct service delivery.
- Operating efficient record keeping, office procedures, administration systems and submitting reports.

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

- Education to minimum Level 7 NFQ in a relevant discipline **(E)**
- (Note; candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications)
- 1 year experience in a youth project or similar role. **(D)**
- Access to car and full Irish driving licence **(E)**
- Relevant paid or voluntary experience of working with young people **(D)**
- Exposure and understanding of the work **(D)**

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

- Ability to build and maintain effective relationships with young people.
- Good interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships.
- 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 team working.
- Good written communications skills, including ability to draft summary information and correspondence, good report writing skills.
- Good computer skills, including Word, Excel, PowerPoint software.

### **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 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 candidates will undergo 2 reference checks before commencing employment with Foróige.
- Annual Leave:** The Youth Integration Officer is 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 Youth Integration Officer 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 Youth Integration Officer will work evenings and regular weekend work.
- Salary:** The salary for the Youth Integration Officer will be based pro rata on the following salary scale (up to point 3): €38,558, €40,163, €41,769, €43,376, €44,982, €46,592, €48,201, €50,601, €53,001.
- 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 role will be the Monaghan Neighbourhood Youth Project, Monaghan. This is subject to change.
- Applications:** Applications should be made by way of the [Foróige job application form](#) available [here](#).

*Foróige is committed to a policy of Equality of Opportunity in its employment practices.*

