



Job Title: Director of Volunteer Led Services

Number of Post(s) & Contract Type: 1, ongoing

Location(s): Negotiable

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

Foróige are recruiting a Director of Volunteer Led Services. This is a senior management role with national responsibilities. The successful candidate will have responsibility for the maintenance and development of volunteer led services in the organisation.

This position will offer the right candidate a truly rewarding opportunity to shape the strategic future of a vibrant, thriving organisation coupled with the chance to impact positively on its ongoing sustainable capacity.

Key Responsibilities

The duties of the Director of Volunteer Led Services shall be notified by the Board of Foróige and/or the Chief Executive from time to time. In particular, the Director of Volunteer Led Services will participate under the direction and advice of the Board of Foróige and/or the Chief Executive in carrying out any functions which may be involved in or arise out of the appointment. These duties will include:



Volunteer Led Services

- In line with Foróige's Strategic Plan, and in conjunction with relevant stakeholders, create a unified vision for volunteer led youth work in Foróige to include but not limited to volunteer led clubs, mentoring, volunteer led youth work in Foróige Projects and Programmes
- Develop a five-year plan with time lined objectives to achieve the vision from which a high level annual volunteer led services plan will be developed and reported on
- Leading, managing, supporting and mentoring the team of volunteer led services including Mentoring Managers and the Volunteer Development Manager
- Planning and problem solving with volunteer led services managers both individually and as a team
- Providing appropriate support and supervision to each volunteer led services manager
- Ensuring that all volunteer led services have annual plans and budgets and these are monitored regularly
- Provide oversight and ensure that relevant, appropriate and robust policies are in place and implemented across all volunteer led services
- Provide oversight and support of the development of Child Protection and Safeguarding training and procedures for volunteers
- Develop, implement and report on the Annual Youth Services Grant Scheme Application and Report and liaise with the Youth Affairs Unit in the Department of Education and Youth
- Support the Volunteer Sub-Group of the Board
 - Developing and agreeing Terms of Reference
 - Developing and implementing a realistic work plan based on the purpose of the group
 - Preparing relevant papers for the Board as required
- Applying for and reporting on new funding opportunities as required
- Identifying research and development opportunities relevant to volunteer led services and implementing strategies to meet needs identified needs
- Liaise with the Director of Targeted Services and Safeguarding in relation to the development and enhancement of volunteer led services within projects.

Other Duties

- Participating in the Foróige Senior Management Team in the exercise of overall leadership and management of the business and affairs of Foróige
- Ensuring the ongoing implementation of the fundamental purpose and philosophy of Foróige
- Any other duties relevant to the position as may be assigned by the Chief Executive Officer

Professional Qualification, Experience (D: Desirable; E: Essential)

- Education to National Degree standard. **(E)**.
- Education to Masters/MBA level **(D)**
- Access to car and full driving licence **(E)**
- Developed organisational, leadership, decision making and change management skills **(D)**.
- Ability to lead and support an experienced team of managers **(E)**
- An understanding of Youth Work policy and of the national youth work sector **(E)**
- A minimum of 10 years' relevant work experience, 5 of which must be in people management **(E)**
- Experience of engaging with government departments/national agencies **(E)**
- In depth knowledge and understanding of volunteering, the voluntary sector, relevant national policy and guidelines **(E)**
- Strong communicator and team player. **(E)**
- Highly organised and systematic in approach **(E)**
- Proven track record to motivate, engage and influence effectively. **(E)**
- Paid or voluntary, experience working with young people **(D)**

Person Specification (Essential)

- Excellent oral and written communication skills.
- Dynamic approach to managing people and mentoring.
- Developed organisational and decision making skills.
- Strong communicator and team player.
- Persuasive manner.
- Highly organised, systematic and flexible in approach.
- Exceptional administrative skills.
- The ability to manage a wide range of activities, prioritise own workload and meet deadlines.
- Excellent computer skills and working experience.
- Ability to be proactive, use own initiative and work effectively within a pressurised environment.
- Ability to develop and follow organisational guidelines and processes.

Benefits to Support You

Salary: Available on application

Annual Leave: 29 days annual leave 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.

Other Information

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. The position will require flexibility in relation to working hours.

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 online [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



Foróige is not in a position to sponsor work permit applications. All applications should hold a valid work permit and permission for ROI.