

**Job Title: Area Manager**

**Number of Post(s) & Contract Type:** 1 x Fixed Term Contract(s)

**Location(s):** Negotiable

### Why Work with 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.

### About the Role & Project

The successful candidate will manage the suite of Foróige services in **Kerry, Clare, Limerick Region**. This is a **3 year** fixed term post to pilot a new model of working, to meet set targets and to consider further opportunities.

Foróige manages a range of funded projects in the region to provide educational and developmental services to young people in the area. This includes youth officers in projects funded by the Department of Education and Youth UBU, Tusla and Youth Diversion Projects through the Department of Justice with a focus on areas and communities experiencing specific disadvantage. These services and projects include identification and recruitment of targeted young people; establishment of group and individual interventions for targeted young people, recruitment of adult volunteers, youth leadership training, programme development, organisational development, consultancy, advice and information and school holiday programmes.

Included in the region are some volunteer-led services and pilot Irish Language initiatives which provide youth work through the medium of the Irish language.

### Key Responsibilities

The duties of the Area Manager in carrying out any functions, which may be involved in or arise out of the appointment, shall be as notified by the Board of Foróige and/or its Chief Executive Officer and/or the nominee of the Chief Executive Officer from time to time.

These duties will include but are not limited to:

#### **Purpose and Philosophy**

- (i) Ensuring the implementation of the fundamental purpose and philosophy of Foróige

#### **Leading and Managing Foróige staff in:**

- (ii) Creating a vision for the region to strive towards, and developing a realistic agenda around this vision.
- (iii) Planning and problem solving with staff
- (iv) Facilitating the ongoing work of staff including regular support and supervision

#### **Administration**

- (v) Budgeting
- (vi) Report writing
- (vii) Planning
- (viii) Facilities Management
- (ix) Utilising internal data management systems effectively (e.g. Business World/Salesforce)

#### **Organisational Development**

- (x) Identify and cultivate new funding streams (including statutory, philanthropic and corporate) and strategic partnerships to facilitate the expansion of Foróige's reach in the region where there are emerging youth needs.
- (xi) Establish and maintain effective working relationships with local funders, community organisations, and external partners to bridge gaps in youth work provision, ensuring Foróige's offering is accessible and responsive to emerging youth needs in these areas.
- (xii) Proactively map and engage with key local influencers and decision-makers to expand Foróige's presence, in both targeted and universal areas.

#### **Leadership**

- (xiii) Working in conjunction with the full Foróige Management Team and other colleagues in supporting, developing and maintaining best practice in all aspects of Foróige work in the region.
- (xiv) Participating in the Foróige Management team in the exercise of overall leadership and management of the business and affairs of Foróige.

#### **Other**

- (xv) Any other duties relevant to the position as may be assigned by the board of Foróige and/or the Chief Executive Officer and/or a nominated representative from time to time

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

- Education to Degree standard in youth work or other relevant area (note: candidates with a diploma and with exceptional, relevant work experience may also be considered in lieu of degree qualifications) **(E)**
- Minimum of 5 years' experience in a similar role
- Experience in managing, leading and supporting a team of staff **(E)**
- Experience in managing budgets **(E)**
- Experience in relationship management with local funding agencies and stakeholder organisations **(E)**
- Full Irish driving licence and access to a car **(E)**
- Experience of staff/volunteer support and supervision **(E)**
- Knowledge of Young Ireland National Policy Framework for Children and Young People/Youth Justice Strategy/National Child Protection Guidelines and Garda Vetting Requirements/National Quality Standards Framework in Youth Work **(D)**

- Fluency in Irish **(D)**
- Experience in Strategic Planning **(D)**
- Experience in dealing with routine HR issues **(D)**
- Excellent knowledge of Foróige's manualised programmes including content and delivery **(D)**
- Experience of leading and supporting volunteers **(D)**

### Person Specification ( Essential)

- Ability to lead and manage a diverse range of staff
- High level of motivation/ability to work on own initiative
- Excellent interpersonal skills, including ability to liaise with wide range of contacts and build and maintain effective working relationships with adults and young people
- 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 skills, including the ability to draft summary information and correspondence, excellent report writing skills
- Ability to implement and follow organisational guidelines and processes
- Good computer skills, including data management systems , google suite Word, Excel, Internet, PowerPoint and social media
- 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 the line manager
- Flexibility in relation to hours of work to meet the need of the work. Work during unsocial hours will 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.

### Benefits to Support You

**Salary:** Foróige Manager Scale: €68,793, €70,320, €71,835, €73,362, €74,883, €76,403, €77,881, €79,378, €81,820, €84,265

The highest starting point for this role will be point 1.

**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. The position will require flexibility in relation to working hours. It is expected that you will work some late evenings/ nights per week and some weekend work.

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

**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](http://www.foroige.ie) for additional information**