



Rialtas na hÉireann
Government of Ireland



JOB DESCRIPTION

Job Title:	CyberQuest Youth Officer
Project:	CyberQuest programme
Type of Contract:	Ongoing subject to funding
No of Hours:	Part-time role (14hours)
Location	Cavan - Monaghan
Funder:	SEUPB

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 500 staff and involves thousands of volunteers in the creation and delivery of high-quality services to young people through the operation of over 600 Foróige Clubs and over 140 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.

PROGRAMME DESCRIPTION

The CyberQuest initiative aims to transform the lives of young people aged 16 to 25 in Northern Ireland and border counties by reducing economic inactivity and enhancing their ICT and digital skills, particularly in cyber security. Targeting those not in or far from

education, employment, or training, the project seeks to foster meaningful community relations and positively impact participants' lives.

Foróige are partnering with youth organisations including Springvale Training, Youth Action Northern Ireland and Bytes to access economically inactive young people. The programme partners also include REIM Training Solutions limited providing expertise in IT and Digital skills. The CyberQuest initiative integrates youth work principles through a learner-led, person-centred methodology delivered by youth work staff. This ensures tailored, evidence-informed support, which helps address participants' challenges and facilitates re-engagement and continual support.

The appointed staff members will be responsible for the recruitment of participants, 16 - 25, to the CyberQuest programme across Cavan-Monaghan, designing and facilitating personal and social development programmes alongside supporting participants to engage in a range of accredited training programmes in ICT and Digital Skills (such as Cyber security awareness and ICDL) ran by the project partners.

The personal and social development programme, an aspect of work package 1, will include induction, mentoring, social action projects, cross-community initiatives, and a series of workshops and activities themed around communication, team building, group roles, leadership, health (physical, mental, emotional, sexual), cross-community, good relations, personal pathways.

Foróige are seeking to appoint one full time and one part-time Youth Officer. The successful candidates will be based in one of Foróige's regional offices in Cavan-Monaghan, the base agreed with the successful candidate at time of appointment. The posts will also work with the Foróige Senior Youth Officer and Eastern Area Manager in managing the PEACEPLUS administration, finances, work programme, and reporting functions.

KEY RESPONSIBILITIES

The successful candidates will be employed by Foróige and will be given a contract of employment. It must be understood however, that if the positions become 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 Officers in carrying out any functions, which may be involved in or arise out of the appointment, shall be as notified by the local Senior Youth Officer or Area Manager, Board of Foróige and/or its Chief Executive Officer.

These duties will include but are not limited to the following:

- Promoting, recruiting and retaining participants, aged 16 – 25, in the CyberQuest programme.
- Designing and facilitating appropriate personal and social programmes incorporating IT & Digital Skills.
- Working with each participant to develop a personal action plan and monitoring and

- recording progress toward achievement of personal goals.
- Providing post work package 1 support to participants to enable them engage in work packages 2 and 3 of the CyberQuest programme as appropriate.
- Organising residentials, cross community and cross border contact and activities for CyberQuest participants on a regular basis.
- Ensuring delivery and assessment of programmes is in line with awarding body requirements.
- Recording, monitoring and updating all participant data (details, attendance records, one to one contact, achievements, progression etc) to meet the data requirements of the funders and the organisation.
- Linking with and contributing to other initiatives within the CyberQuest programme partners and teams as required.
- Administration, including inputting to Foróige IT systems, compiling reports as required by the funder and ensuring deadlines are adhered too.
- Complying with Foróige policies, procedures and guidelines as instructed by Foróige management.

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

- ☐ Education to Degree standard (Level 7) preferably in Youth Work / Information Technology/Digital & Media Skills **(E)**
- ☐ (Note; candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications)
- ☐ 1 year experience in youth work 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 youth 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 Chief Executive Officer of Foróige or their nominee from time to time.

Benefits

Foróige Youth Officer Scale: €38,558, €40,163, €41,769, €43,376, €44,982, €46,592, €48,201, €50,601, €53,001 (Max point 2)

Annual Leave: The Youth Officer 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.

Pension: Contributory pension benefits.

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 practises that supports your professional development.

EAP: 24/7 Employee Assistance Career

Break: Up to 2 years Career Break after 3 years' service.

Unpaid Leave: Up to 6 months Unpaid Leave Break after 1 year

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: As our work involves contact with young people, candidates under consideration for employment in Foróige will be subject to Garda vetting.

Hours of work: The Youth Officer will be expected to work a minimum of 14 hours per week. This position will require flexibility in relation to working hours and it is expected that the Youth Officer will work late evenings and regular weekend work.

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.

Applications: Please complete the Foróige Application form online [here](#).

The CyberQuest programme is a project supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB)