



Job Title: Club Development Officer

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

Location(s): Longford

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.

About the Programme

Foróige supports a national network of some 430 volunteer-led clubs; Foróige Clubs (12 to 18), Foróige Juniors (10 to 12) and Interest clubs (10 to 18). The volunteers are recruited locally and supported through a network of staff. Each club usually has about 5 or 6 volunteers on average. The role of the volunteers is to enable young people to involve themselves consciously and actively in their own development and in that of society. All the volunteers are recorded in our Salesforce database. As a matter of safeguarding and good practice, they all are garda vetted, have references checked and are obliged to attend certain training courses. The clubs usually meet weekly during the school year and engage in a range of programmes and activities chosen and planned jointly by club members supported by adult leaders, through a club meeting led by an elected youth committee.

The Department of Education and Youth has launched a Volunteer Activation fund to increase the number of volunteer led youth groups and increase volunteer retention. Foróige has received funding under this scheme. Part of this will be used to establish Foróige clubs in communities where there are none currently, and to increase volunteer retention. Arising from this, there is currently a vacancy for a **Club Development Officer** in the club support team. The successful candidate will engage with communities with no youth work provisions and recruit and train volunteers to establish volunteer led clubs.



Key Responsibilities

The duties of the Club Development Worker 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 and/or the nominee of the Chief Executive from time to time. These duties will include but are not limited to:

- **Supporting volunteers** to facilitate the club model correctly, leading to quality youth work, operating to the standard required and adhering to Foróige policies, procedures and guidelines
- **Programme development** in clubs, including facilitation of programs with young people where appropriate
- **Developing** and establishing volunteer led Foróige clubs and groups in partnership with local communities through the recruitment of volunteer leaders and members.
- **Training** of adult volunteers to enable them to perform their tasks more effectively.
- **Implementing** best practice policies and procedures in relation to volunteer recruitment, retention, and selection.
- **Developing** an evidence base for the value to young people and volunteers of consistent regular volunteering, as distinct from occasional attendance on a rota.
- **Recruiting volunteers** for existing and new clubs and supporting volunteers to recruit others.
- **Facilitating training** for volunteers as needed –for example, Starting Out in Foróige, Child Protection Training, Club Officer Training, Level 2 training modules, facilitation skills, personal effectiveness training, Use of Salesforce recording system and others.
- **Providing consultancy** and problem solving support to volunteers as required
- **Facilitating volunteers** to come together in an agreed structure to support each other in their Foróige roles.
- **Networking and liaising** with relevant stakeholders
- Engagement with other youth serving agencies/organisations
- Completing reports and other administrative tasks and recording procedures as required.
- Following policies and procedures prescribed by Foróige in relation to child protection and other matters.
- Any such other relevant duties as the Board of Foróige and/or the Chief Executive Officer or the nominee of the Chief Executive shall deem necessary for the effective implementation and the policy and programmes of Foróige.



Key Performance Indicators

- Establish new Clubs in communities currently without.
- Retention of existing Foróige Clubs
- Increased overall Club Members
- Increased volunteer retention

Professional Qualification, Experience

(D: Desirable; E: Essential)

- Education to Degree standard (note: candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications) (E)
- Experience of volunteer recruitment, development and retention methodologies (D)
- A minimum of 1-year relevant work experience (D)
- Access to car and full driving licence (E)
- Ability to engage target group (E)
- Paid or voluntary, experience working with young people (D)

Person Specification (Essential)

- Ability to build and maintain effective relationships with adult volunteers and young people
- Good interpersonal skills, including ability to liaise with a wide range of contacts in communities 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 working as part of a team
- Good written communications skills, including ability to draft summary information and correspondence, good report writing skills
- Ability to follow organisational guidelines and processes
- Good computer skills, including Word, Excel, Internet, PowerPoint and Social Media



Requirement 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. Some 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 to Support You

Salary: Foróige Youth Officer Salary 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 2.

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 after 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

Funding: It must be understood that if the funding for the post is discontinued the post holder's contract may be terminated.

Garda vetting: Candidates under consideration for employment in Foróige will be subject to Garda vetting.

References: The successful candidate will undergo 2 reference checks before commencing employment with Foróige.

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 the Club Development Worker will regularly work late evenings (maybe up to 11pm) 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.

Base: The employment base is likely to be at a Foróige office in The Attic, Co. Longford.

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.