



Job Title: Youth Work Administration Officer

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

Location(s): Mayo or Galway

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.

Foróige has received funding under the DCEDIY Volunteer Activation fund with the aim of increasing the number of volunteer led youth groups and increasing volunteer retention. To this end, Foróige are seeking to enhance the capacity of Club Support Staff through the provision of additional administrative supports. Arising from this, there is currently a vacancy for a **Youth Work Administration Officer** in the Club Support Team in the West of Ireland. The successful candidate will ensure that volunteer information is gathered, processed and updated as required and will support staff with administration including garda vetting and reference check for volunteers; volunteer retention measurement and social media post creation.



Key Responsibilities

The duties of the Youth Work Administration Officer 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 from time to time. These duties will include working with the club staff team in the following:

- Establishing with the Volunteer Development Manager, a baseline for volunteer retention of volunteers in clubs in Galway and Mayo
- Co-ordination of vetting of volunteers in Galway and Mayo
- Obtaining and checking references for volunteers and liaising with club staff as regards concerns
- Recording the movement of volunteers through the intake process on salesforce
- Inviting volunteers to training
- Updating volunteer training on salesforce
- Preparation of social media posts in line with Foróige brand guidelines
- Completing reports and other administrative tasks and recording procedures as required.
- Any other duties as the board of Foróige and/or the Chief Executive officer or the nominee of the Chief Executive officer shall deem necessary for the effective implementation and the policy and programmes of Foróige.

Development Opportunities

- Experience of working in a large not for profit organisation
- Utilising reflective practice methodologies including use of a Reflective Practice Journal
- Access to Management for mentoring opportunities
- Experience of working across a range of departments
- Participation in Foróige in-service training

Professional Qualification, Experience

(D: Desirable; E: Essential)

- Education suitable to the role (minimum Level 7 qualification)
- A minimum of 1 years relevant work experience (D)
- Ability to use CRM packages, particularly Salesforce (D)
- Paid or voluntary, experience working with young people (D)
- Experience of volunteering or recruiting volunteers (D)



Person Specification (Essential)

- High level of motivation / ability to work on own initiative
- Ability to build and maintain relationships with other staff and volunteers
- Positive and flexible approach to working as part of a team
- Empathetic attitude / approachable
- Excellent written communications skills, including ability to draft summary information and correspondence, good report skills
- Excellent computer skills, including Word, Excel, Internet, and Social Media
- Ability to create using 'Canva' or other similar software
- Excellent organisational skills

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 Support Services Officer Salary scale: €35,277, €36,881, €38,487, €40,093, €41,700, €43,310, €44,918, €47,319, €49,719, €53,001 (After 2 yrs at pt 9) 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.

Travel: This post may involve 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 in a Foróige office in Mayo or Galway and will be confirmed upon appointment.

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.