



Job Title: Mentoring Programme Officer and Comhairle na nÓg Co-Ordinator

Number of Post(s) & Contract Type: Ongoing 4 day contract subject to funding

Location(s): Longford/Offaly

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 Programmes

Foróige's mentoring : A programme that connects a young person with an adult volunteer mentor to facilitate a positive transition from adolescence into adulthood. Foróige's Mentoring Programme has undergone numerous evaluation studies to assess outcomes for young people. Results show that the mentoring intervention is effective in improving emotional wellbeing and social support and is a model of best practice in youth work provision in Ireland. The programme's core assumption is that a caring and supportive friendship will develop and reinforce the positive development of the young person. This post is responsible for the provision of youth mentoring services for young people involved in Youth Diversion Projects (YDPS) and JLO Services in communities.

Comhairle na nÓg: Foróige, in partnership with Longford County Council, and the Department of Children, Disability and Equality (DCDE), wish to employ a dedicated professional youth Officer to support and ensure the continued development of Comhairle na nÓg in Longford. Foróige as a youth development organisation recognises the potential, uniqueness and dedication of young people and recognises the opportunity in Longford Comhairle na nÓg to bring about change for young people and for young people to make a positive contribution to society. The democratically elected Longford Comhairle na nÓg represents young people in the decision-making process on issues and policies that affect them locally, regionally and nationally.



Key Responsibilities

The Mentoring Programme Officer and Comhairle na nÓg Co-Ordinator will be employed by Foróige on an ongoing 4 day contract. It must be understood that if the position becomes redundant at any time during the period of the contract or if the funding of the post is discontinued or a post holder fails to perform satisfactorily, employment may be terminated.

Key Responsibilities

Mentoring:

The duties of the Programme Officer in carrying out any functions, which may be involved in or arise out of the appointment, shall be as notified by the Organisation's National Council and/or its Chief Executive from time to time. These duties will include:

- Implementing and operating the Mentoring Programme locally in Longford/Offaly regions
- Recruiting volunteer mentors, assessing their suitability and providing training and ongoing support and recognition
- Liaising and networking with key referral agencies to seek referrals of young people aged 8-18yrs to the programme, conducting an intake process to assess the programmes suitability to meet the needs of these young people
- Setting up and supervising matches between young people and volunteer mentors and providing support to the young people, volunteer mentors and parents/guardians as appropriate
- Organising and facilitating group activities for matches
- Implementing a case management approach to the role using the programme's Salesforce system
- Operating efficient office procedures in line with GDPR requirements and recording HR and financial data using Foróige's HR and financial data processing system
- Attending team meetings and preparing written reports as required for Management and Funders
- Any such other duties as the National Council and/or the Chief Executive shall deem necessary for the effective implementation of the policy and programmes of Foróige and the Mentoring Programme



Comhairle na nÓg:

These duties will include:

- Ensuring that regular meetings of Longford Comhairle na nÓg take place
- Responsible for organising, planning and facilitating meetings of the Longford Comhairle na nÓg and will assist the members in drawing up meeting agenda and organising necessary requirements for meetings.
- Progressing key issues identified by Longford Comhairle na nÓg:
- Working with the Comhairle to build their capacity to enable them to identify and research issues of concern to young people, agree a work programme and prioritise areas of work on an ongoing basis.
- Enabling the development of the capacity of the Comhairle to carry out their role in terms of representing the views and perspectives of young people in Longford on decision-making structures at local and national levels. He/ She will provide training, support, advice and guidance to members empowering them to become effective leaders.
- Promoting Longford Comhairle na nÓg.
- Empowering young people to be fully involved in Longford Comhairle na nÓg.
- Support Longford Comhairle na nÓg in their committee positions.
- Provide ongoing training and support to Comhairle
- Supporting the Functions of the Advisory Committee and Developing Links with Key Agencies
- Co-ordination of meetings, AGM, Agenda days, events and seminars
- Work to support the Comhairle in the planning and coordination of meetings, the Annual General Meeting, events and seminars that are an integral part of the Longford Comhairle na nÓg.
- Administration of Project: Carry out all administrative responsibilities of the post including report writing, budgeting, recording of work in relation to Longford Comhairle na nÓg.

Professional Qualification, Experience

(D: Desirable; E: Essential)

- Education to National Diploma or Degree standard preferably in Youth/ Justice/Health Promotion work **(E)**
- Access to car and full Irish driving licence **(E)**
- Relevant paid or voluntary experience working with young people **(D)**
- Experience and understanding of Mentoring an advantage **(D)**
- Experience of using Salesforce or another case management system **(D)**



Person Specification (Essential)

- Ability to build and maintain effective relationships with young people
- Ability to be proactive, use own initiative and work effectively within a pressurised environment
- Positive and flexible approach to working as part of a national team
- Excellent verbal and written communication skills, including ability to draft summary information and correspondence.
- 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 follow organisational guidelines and processes.
- Knowledge and experience of systems, processing and administration, including use of Google Workspace
- Flexibility in relation to hours of work to meet the needs of the work.

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 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

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 28 hours per week. The position will require flexibility in relation to working hours. It is expected that the successful candidate will work some evenings per week and some weekend work based on the availability of volunteer mentors and young people/families.

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 for the post will be Longford town, Co.Longford. The successful candidate will be eligible to apply for a hybrid working arrangement involving up to 2 days remote working per week following 6 months of service and satisfactory completion of a probation period.

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.