

Job Title: Youth Officer, Drug Prevention and Education Initiative

Number of Posts: 1 Contract Type: Ongoing

Locations: Newbridge, Co. Kildare

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 aim of the Drug Prevention and Education Initiative (DPEI) is to ensure that community-wide support exists for a risk and protection, data-driven, research-based, outcome-focused prevention approach to substance misuse in young people in the South Western Substance Use Regional Forum (SURF) region. In addition it aims to raise the capacity of and improve cohesion between statutory, community and voluntary services in relation to substance use prevention and education for young people. These aims are achieved through The Communities That Care approach to substance misuse, including the development of training initiatives for staff, volunteers and community leaders in a range of statutory, voluntary and community organisations throughout the region, as well as developmental and educational programmes for young people, a youth participation structure and engagement with other key stakeholders in the area. This initiative is managed by Foróige and funded through SURF via KWETB.

Key Responsibilities

The DPEI Youth Officer will be assigned to the SURF Area which includes Kildare, West Wicklow and South and West Dublin. The successful candidate will be based in the SURF Area. The Project Office base is currently Newbridge, Co. Kildare. The Youth Officer will be employed by Foróige. The Youth Officer will be given an ongoing contract of employment, subject to funding. It must be understood however, that if the position becomes redundant at any time during the period of the contract or if the funding for the post is discontinued or the post holder fails to perform satisfactorily, employment may be terminated. The Youth Officer will be line managed by the Senior Youth Officer for DPEI.

The duties of the DPEI Youth Officer shall be as notified by the National Executive/the Chief Executive of Foróige and/or their nominee which will normally be the Area Manager. In particular, the DPEI Youth Officer will participate, under the direction and advice of the Board of Foróige and/or Chief Executive and/or the Area Manager in

carrying out any functions which may be involved in or arise out of the appointment. These duties which are primarily educational will include:

- Develop, support and facilitate a youth participation structure as part of the Communities That Care and Community approach.
- Recruit, support and Facilitate community action programmes for young people including the Foróige Leadership for Life programme.
- Facilitate secondary prevention programmes with targeted young people engaged in substance misuse.
- Provide training and capacity building to professionals and volunteers working with young people at risk of substance misuse.
- Policy development support for statutory and voluntary organisations engaging with young people.
- Operate in full compliance with Foróige policies, procedures and guidelines.
- Administration, budgeting, resource management and managing relations with stakeholders, funders, other organisations and agencies.
- Initiate and contribute to local, regional and national initiatives, committees and structures in relation to responding more effectively to the needs of young people. Ensuring the implementation of the fundamental purpose and philosophy of Foróige.
- Any other duties that may be assigned from time to time.

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

- Education to Degree standard (Level 7), preferably in youth / addiction / health promotion/ research or significant relevant experience in the area. (E)
- A minimum 1 year paid or voluntary, experience working with young people affected by drugs, alcohol or related problems (D)
- Paid or voluntary, experience working with young people in a youth work setting (E)
- Ability to engage target group (E)
- An understanding of Youth Work and Community Work methodologies (D)
- Experience studying Youth Work/ Social Care or similar at Third level (D)
- Access to a car and full driving licence. (D)

Person Specification (Essential)

- 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 working as part of a team
- Excellent written communications skills, including report writing and the ability to draft summary information and correspondence.
- Ability to follow organisational guidelines and processes.
- Good computer skills, including Word & Excel, PowerPoint and Social Media skills
- Flexibility in relation to hours of work to meet the needs of the work.

Benefits to Support You

Salary: €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 5

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.

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

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 you will work some late evenings/ nights per week (for full time this will be up to 3 late evenings) 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.

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.