



Job Title: Project Coordinator /Team Leader of Westview Project.

Number of Post(s) & Contract Type: x1, Fixed Purpose Contract

Location(s): Westview Project, Probation Day Centre, Cork City

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 Project

Foróige in partnership with Young Persons Probation Service is currently recruiting a Project Coordinator for the Westview Project. This will be a Fixed Term Contract subject to funding. The project provides services that meet with the Day Care Centre Order requirements of the Children's Act 2001.

The Project Coordinator will work as part of the Foróige/ YPP team in Cork reporting to the Foróige Area Manager in Cork. The Westview Team in conjunction with Young Persons Probation develop and implement appropriate interventions for young people which reduce offending behaviour, facilitate stability, and promote progression.

A provision of programmes catering for the young people between the ages of 12 - 23 years, who are under court order and who are of moderate to high risk of reoffending. The programmes and activities will meet the requirement of a Day Care Centre Order under Section 118 of the Children Act 2001 (as amended).

The Coordinator in collaboration with the Probation Officers will design and deliver a planned programme of intervention for each young person referred to the project. The selected activities / programmes will be part of an individual case plan designed to address the offending behaviour. The Coordinator will continuously review and evaluate all of the programmes being delivered and will ensure planned outcomes are being achieved. At the core, the programmes will enhance social skills development, provide employment preparation and equip the young people to utilise their leisure time in a positive and productive fashion. All of the work is carried out within the respective ethos of the Young Persons Probation and Foróige.



Key Responsibilities

The Project Coordinator will be employed by Foróige and will be given a contract of employment. 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 a post holder fails to perform satisfactorily, employment may be terminated.

Key Responsibilities of the Coordinator.

1. Liaise with Senior Probation Staff re overall service Provision.
2. Agree the individual intervention plan for each young person with Young Persons Probation.
3. Identify and develop progression routes in conjunction with the Young Person and their Probation Officer.
4. Be the lead contact for external service support providers.
5. Liaise with families and other relevant agencies/ services as required.
6. Design, select and deliver the youth work element of the plan with the Westview Team inclusive of direct contact work with young people.
7. Take responsibility for all quality assurance aspects of youth service provision.
8. Ensure that all requested internal / external reports are completed in a timely and efficient manner.
9. Line- manage the youth work team. Key duties will include:
 - Preparation of work schedules and rosters
 - Managing attendances & absences from work.
 - Ensuring Health & Safety procedures are adhered to.
 - Providing supervision / support to team members
 - Accounting for all assets (cash & non-cash) assigned to the project.
 - Report to Foróige's Area Manager in Cork.
10. Ensuring that Child Protection Guidelines are at the core of youth work service provision.
11. Take responsibility for the opening & closing of the Day Centre as required.
12. Partake in line supervision and relevant training.
13. Any such other relevant duties as the National Council and/or the Chief Executive or the nominee of the Chief Executive shall deem necessary for the effective implementation of Foróige's policy and programmes and the Programmes of the Westview Project.



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

- Education to Degree standard in Youth Work / Social Work or other relevant discipline (note: candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications) **E**
- A minimum of 3 years professional paid experience of working face-to-face with at risk youth (12-18 year olds) in a youth justice setting. **E**
- Have experience in line managing staff. **D**
- Be able to design, deliver and evaluate appropriate individualised interventions plans that address the challenging behaviour of the young people. **E**
- Have high level report writing skills. **E**
- Access to a Car and Full Driving Licence **E**

Person Specification (Essential)

- Proven track record to motivate, engage and influence effectively.
- Strong communicator and team player.
- Be able to work as part of a multidisciplinary team.
- Be available to deliver service Monday to Saturday including late evenings.
- Ability to work on your own initiative.
- 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
- Excellent verbal and written communication skills, including ability to draft summary information and correspondence.
- IT skills - including Word processing, MS Access, Excel, Internet and PowerPoint.
- Ability to build and maintain effective relationships with young people
- Ability to follow organisational guidelines and processes.
- Knowledge and experience of systems, processing and administration
- Flexibility in relation to hours of work to meet the needs of the work.



Benefits to Support You

Salary: Foróige SYO Salary scale: €54,469, €56,496, €58,528, €60,556, €62,582, €64,606

The highest starting point for this role will be point 6 and will be dependent on experience.

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.

Hours of work: The position will require flexibility in relation to working hours. It is expected that the Coordinator will work some late evenings per week (up to 11pm) and some weekend work and will work a minimum of 35 hours per week.

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

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