



Job Title: SCP Coordinator Southill School Completion Programme

Number of Posts & Contract Type: 1 x Fixed Purpose (Maternity Cover)

Location: Southill, Limerick

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

The School Completion Programme is a targeted programme which aims to increase the numbers of children and young people staying in primary and post primary school and in doing so improve the number that successfully complete the Senior Cycle, or equivalent. The primary focus of the Programme is to work with those who may be at risk of educational disadvantage through early school leaving.

The School Completion Programme aims to impact positively on school:

- Attendance
- Retention
- Participation

The School Completion Programme is a national programme, and an action under the Department of Education & Skills DEIS – 'Delivering Equality of Opportunity in School' Plan (2017). The Programme provides a range of local targeted interventions in disadvantaged schools and communities designed to support the retention of children and young people in education.

The School Completion Programme is funded by Tusla Educational Support Services. The project is operated and managed on behalf of the Local Management Committee by Foróige.

Key Responsibilities

The duties of the School Completion Programme Coordinator will include but are not limited to:

- Co-ordination, implementation and delivery of the School Completion Programme plan drawn up in conjunction with the Local Management Committee
- Identify and respond to the educational welfare needs of targeted children and young people, in particular those identified as 'at risk' of early school leaving
- Organise and facilitate the provision of in-school, out-of-school, after school and holiday time supports for identified children and young people in the primary and post primary schools
- Delivery of direct, one to one and group programmes and interventions to identified children and young people in the primary and/or post primary schools.
- Engage the target group and support children and young people to develop knowledge, skills, attitudes and behaviours in the areas of social and emotional literacy, personal effectiveness, school readiness and educational achievement to enable them to effectively participate in the school environment
- Work collaboratively with School Principals, Care Teams, Home School Community Liaison (HSCL) Coordinators, Educational Welfare Officers and other professionals using the SCP Intake Framework to identify children and young people to be targeted for the project and to plan coordinated interventions as appropriate
- Working in partnership with local community and voluntary organisations as appropriate to meet identified needs of project participants
- Participate in Attendance and Student Support Meetings in each of the schools within the cluster
- Lead the School Completion Programme project staff team, providing support and supervision as well as facilitate and coordinate their supports for children and young people
- Participate in appropriate training organised through Tusla and/or Foróige and/or schools
- Prepare the annual retention plan and the annual report
- Monitor and evaluate the quality of the Programme
- Keep a comprehensive report and descriptions of all aspects of the Programme recording successes, challenges and changes
- Oversee day to day expenditure of the Programme and keep accurate records of payments and receipts and work within the budget constraints for the Programme
- Reporting to the Foróige SCP Manager and the SCP Local Management Committee as required
- Cooperate with Tusla requirements in relation to the evaluation and audit of the Programme and the collection of data and furnishing of reports required on a timely basis



Professional Qualification, Experience

(D: Desirable; E: Essential)

- Education to QQI level 8 Qualification in youth work, education or other related discipline relevant to the role. (E)
- A minimum of three year relevant experience working with children/young people in a similar role (E)
- Experience in managing, leading and supporting a team of staff (E)
- Experience in managing budgets (D)
- Experience in relationship management with local funding agencies and stakeholder organisations (E)
- Knowledge and experience of Logic Model planning (E)
- Full Irish driving licence and access to a car (E)
- Knowledge of early school leaving factors in Ireland (E) and familiarity with DEIS Schools & the School Completion Programme (D)

Person Specification (Essential)

- Ability to engage and support children and young people experiencing adversity to achieve identified outcomes.
- Ability to lead and manage a diverse range of staff
- High level of motivation / ability to work on own initiative
- Excellent interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships with adults and young people
- 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 ability to draft summary information and correspondence, excellent report writing skills
- Ability to implement and follow organisational guidelines and processes
- Good computer skills, including Word, Excel, Internet, PowerPoint and Social Media

Benefits to Support You

Salary: The salary for this position will be based on the YouthReach Co-Ordinators Salary scale.

Annual Leave: 29 days annual leave plus Good Friday per annum pro-rated. The needs of the job must be considered when applying to take this leave.

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: The Project Worker will be expected to work a minimum of 35 hours per week. Please note this position will require flexibility in relation to working hours. It is expected that the Project Worker will work before, during and after school hours.

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.