



Job Title: Manager, Training, Learning and Development

Number of Posts & Contract Type: Ongoing

Reporting to: Director of Training, Programmes and Research

Location: To be confirmed upon appointment (based in a Foróige Office space)

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 successful candidate will manage the Training, Learning and Development (TLD) function of Foróige. In Foróige, Training, Learning and Development focuses on a systematic approach to training staff and volunteers, building a culture of learning and development that meets organisational needs and matches training given with implementation on the ground, followed up with an ongoing process of quality assurance.

The purpose of Training, Learning and Development is to:

- Provide the training, learning and development function for staff in Foróige
- Embed training and learning policies and procedures for Foróige staff
- Co-ordinate the provision of a full suite of staff in-service training
- Seek to ensure minimum training, learning and development standards for staff are met
- Lead the development of youth work programmes based on the needs of young people
- Embed Foróige programmes within the work of Foróige and maintain Foróige programmes with internal and external stakeholders including but limited to Leadership for Life, Citizenship, Be Healthy Be Happy and REAL U, NFTE, Climate Justice



- Provide in-service training, learning and development to staff (and volunteers as appropriate) using a variety of methodologies
- Maintain systematic recording systems for staff and volunteer training and produce reports as required
- Provide consultancy to staff in relation to training design, evidence based and outcome focused programme and curriculum development and quality assurance
- Adapt Foróige programmes for external use, as required and provide training to external agencies

Key Responsibilities

The Manager, Training, Learning and Development 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

The duties of the Manager, Training, Learning and Development shall be notified by the Board of Foróige and/or their nominee. The function is achieved through fulfilling the main duties outlined below:

These duties will include but are not limited to:

Purpose and Philosophy

- Ensuring the implementation of the fundamental purpose and philosophy of Foróige with specific regard to incorporating it throughout the suite of in-service training for staff

Leading and Managing Foróige staff in:

- Leading the TLD Function in achieving its vision and purpose
- Planning and problem solving with staff
- Developing staff to develop, facilitate and evaluate training
- Facilitating the ongoing work of staff including regular support and supervision

Quality Assurance

- Ongoing development and implementation of a quality assure system for in-service training for staff
- Ongoing development and implementation of the system of quality assure for the implementation of Foróige manualised programmes



Administration

- Budgeting
- Report writing
- Planning
- Utilising internal data management systems effectively (e.g. Moodle, Business World/Salesforce)

Organisational Development

- Identifying gaps in the provision of in-service training and developing and implementing innovative strategies and programmes to address these gaps
- Initiating and contributing to local, regional and national initiatives, committees and structures in relation to responding more effectively to the training needs of staff so that they, in turn, can respond effectively to the needs of young people and communities in relation to their young people

Funding

- Establishing and maintaining effective working relationships with relevant funders, community and youth organisations and other external partners as appropriate
- Identifying and pursuing relevant funding to enhance both the TLD function and the organisation
- Developing and implementing a range of training that can be provided to external organisations

Leadership

- Working in conjunction with the full Foróige Management Team and other colleagues in supporting, developing and maintaining best practice in all aspects of Training, Learning & Development
- Participating in the Foróige Management team in the exercise of overall leadership and management of the business and affairs of Foróige

Other

- Any other duties relevant to the position as may be assigned by the board of Foróige and/or the Chief Executive Officer and/ or a nominated representative from time to time.



Professional Qualification, Experience

(D: Desirable; E: Essential)

- Education to National Degree standard. (note: candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications) (E)
- A minimum of 3 years' relevant work experience (E)
- Paid or voluntary, experience working with young people (D)
- An understanding of Youth Work and Community Work methodologies and the policy contexts (D)
- Access to a car and full driving licence (E)
- Experience in managing, leading and supporting a team of staff (E)
- Experience in needs identification, design and implementation of in-service training for staff (E)
- Knowledge of following theories and practice: curriculum/programme design, learning needs analysis, learning styles, facilitation
- Experience of staff support and supervision (E)
- Experience in managing budgets (D)
- Experience in Strategic Planning (D)
- Experience in dealing with routine H.R. issues (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 team
- Excellent verbal and written communication skills
- 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 Management Salary scale: €68,793, €70,320, €71,835, €73,362, €74,883, €76,403, €77,881, €79,378, €81,820, €84,265

The highest starting point for this role will be point 1

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: This is a Full time role and 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

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