



Job Title: Programme Support Officer - Leadership for Life Programme

Number of Posts & Contract Type: 1 x Ongoing Contract

Location: Foróige, Block 12D, Joyce Way, Park West, Dublin 12

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 development of young people as leaders is core to the work of Foróige. Foróige's Leadership for Life programme, which sits within the wider Training, Learning and Development function of Foróige, enables young people to develop the skills and qualities necessary for them to be effective leaders, as well as challenging them to use these skills for the betterment of society. The programme is continuing to expand, with over 4,000 young people engaging annually and 500 young people graduating with the Foundation Certificate in Youth Leadership & Community Action from three Universities across the island of Ireland.

The programme support officer will join a team of 4 who support a large number of programme facilitators across a wide variety of sectors. This is an opportunity to join a motivated and energetic team that helps to develop young people's skills and potential.

Key Responsibilities

- Manage the coordination and administration of the Leadership for Life programme.
- Support the Training Officers in the planning, preparation and evaluation of training and workshops.
- Manage the organisation, administration and recording of training for facilitators and participants of the Leadership for Life programme.
- Assist with the planning and administration of the Leadership for Life annual conference.
- Coordinate the accreditation process for the Foundation Certificate in Youth Leadership and Community Action.
- Serve as the first point of contact for all Leadership for Life programme queries and respond in a timely manner.
- Maintain and develop relationships with stakeholders
- Produce reports as required, including, but not limited to, financial reports, evaluation reports, training and programme statistics, etc
- Maintain accurate and up-to-date records relating to programme participants, facilitators, trainings, etc
- Work with the other members of the Leadership for Life team and the larger Training, Learning and Development function of Foróige
- Any such other relevant duties as the Board 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.

Professional Qualification, Experience

(D: Desirable; E: Essential)

- Education to National Degree standard (E)
- Full Irish Licence (D)
- Knowledge and experience of Foróige programmes, in particular the Foróige Leadership for Life Programme (D)
- Excellent IT skills, in particular Canva and the Google Suite (docs, forms, sheets, sites, etc.) (E)
- Experience and knowledge of the use of digital tools such as Moodle and Salesforce. (D)

Person Specification (Essential)

- Excellent communication and teamwork skills.
- Ability to communicate effectively, including ability to draft summary information, correspondence and newsletters.
- Excellent standards of accuracy and attention to detail.
- Ability to manage your time to meet competing demands and deadlines
- Good written communication skills, including the ability to draft summary information and correspondence.
- Excellent interpersonal skills, including the ability to liaise with a wide range of stakeholders and to build and maintain effective working relationships.
- Ability to be proactive, use one's own initiative and work effectively within a pressurised environment.

Requirements of all Foróige staff

- Commitment to the purpose of Foróige and to working within the values, policies and procedures of the organisation.
- To act consistently in a professional manner at all times.
- To participate in regular supervision with your line manager.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- To undertake other duties as may be requested by the Chief Executive Officer of Foróige or their nominee from time to time.

Benefits

Salary: This will be based off of the Foróige Support Services Officer Scale:

€35,277, €36,881, €38,487, €40,093, €41,700, €43,310, €44,918, €47,319, €49,719, €53,001 (after 2 yrs at pt 9).

Annual Leave: 29 days annual leave plus Good Friday

Pension: Contributory pension benefits.

Training & Development: Structured onboarding together with a 9-day Foróige Induction Programme. Ongoing CPD.

Study Leave: Up to 5 days of paid study leave per year, of course.



Organisation Culture: Support & Supervision policy and practises that supports your professional development.

EAP: 24/7 Employee Assistance

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 35 hours per week. There may be times when some flexibility is required in relation to working hours.

Base: The employment base for this post will be in Foróige, Block 12D, Joyce Way, Park West, Dublin 12.