



Job Title: Intern Support Officer, Training Learning & Development Team

Number of Posts & Contract Type: 1 x Fixed Term (1 Year)

Location: Foróige Head Office, 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

Foróige's Training, Learning and Development (TLD) function 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.

Reporting to the Training, Learning and Development Manager, the successful candidate will play a key part in the Training, Learning and Development function of the organisation. The role will focus primarily on supporting the Foróige Youth Citizenship Programme. The Citizenship programme empowers young people to become active changemakers in society. The programme encourages young people to research and identify a need in their community, take action to make a difference and evaluate the process. Citizenship projects happen across all Foróige's clubs, projects and services as well as in organisations external to Foróige. These projects are celebrated annually through a series of Regional Recognition events that highlight the creativity, commitment and community spirit of young people involved.

This role will provide an excellent opportunity to work across various departments and projects within Foróige.

Key Responsibilities

The function is achieved through fulfilling the main duties outlined below:

- Acting as the primary point of contact for queries related to the Foróige Youth Citizenship Programme
- Administration and coordination of all aspects of the programme
- Providing ongoing and relevant communication in relation to the programme and associated events
- Supporting the development and updating of programme and training resources in collaboration with members of the TLD team
- Liaising with and communicating effectively with a variety of stakeholders including Foróige staff, volunteers, young people and externals
- Keeping all communication channels up to date in relation to the programme and recognition events including internal portals and online media
- Supporting the promotion of the Youth Citizenship programme to clubs/projects/services in Foróige and to other external organisations
- Supporting regional organisation committees with planning for recognition events
- Compiling data reports and other reports and analysis as required
- Working with and supporting the wider TLD team on other programme and training initiatives as required
- Working alongside the Foróige Marketing and Communications Team in the relation to 'Foróige 75' Anniversary celebrations and events happening throughout 2027
- Any such other relevant requirements as the Board of Foróige 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)
- Experience of administrative tasks (E)
- Excellent computer skills, including Excel, Data Management systems and Google Drive (E)
- Paid or voluntary experience working with young people in a youth work setting (D)
- An understanding of Youth Work and Community Work methodologies (D)
- Access to a car and full drivers licence (D)

Person Specification (Essential)

- Ability to build and maintain effective relationships
- Ability to be proactive, use own initiative and work effectively within a pressurised environment
- Good written and verbal communication skills
- 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: The salary for this position will be €27,064 per annum and pro-rated for part time hours.

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 based on identified training needs and opportunity to engage in training appropriate/relevant to the role.

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

Organisation Culture: Open and progressive supported by structured Support & Supervision policy and practices for 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.

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.