Job Title: Youth Officer

Number of Post(s) & Contract Type: 1 x Ongoing Contract(s)

Location(s): Gateway Youth Project UBU, St Mary's Hall, Athlone

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

UBU - Your Place Your Space youth services allows young people to access out-of-school support in their local communities to enable them to achieve their full potential by strengthening their personal and social development outcomes.

The UBU Youth Services are youth services funded by the Department of Education and Youth under the UBU Your Place Your Space funding scheme through the Education and Training Board.

There is now a vacancy for a Youth Officer to work with young people within the Gateway Youth Project UBU project to deliver on the Service Requirement developed by the local Education and Training Board - Longford and Westmeath ETB, on behalf of the Department of Education and Youth under the UBU Your Place Your Space Funding Scheme.

This is a Part Time Role at Gateway UBU Project (3 days per week)

Key Responsibilities

The Youth Officer 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 Youth Officer shall be notified by the Board of Foróige and/or their nominee. The function is achieved through fulfilling the main duties outlined below:
- Developing innovative programmes and interventions to meet the needs and interests of the young people and as identified by the ETB as a priority.
- Engaging, building and maintaining strong, positive relationships with the target groups on both a group and one-to-one basis
- Engaging the young people in a process of learning and development
- Designing, implementing and evaluating creative, culturally appropriate and responsive outcomes-focused plans and interventions for project participants.
- Ensuring compliance with Foróige policies, procedures and guidelines.
- Building and maintaining relationships with local stakeholders, particularly other services engaged with young people in the catchment area.
- Operating in accordance with the rules and requirements of the UBU Your Place Your Space.
- Administration, systems, budget and resource management
- Working collaboratively as part of the wider Foróige team.
- This role is designated as a Mandated Person under the Children First Act 2015. The employee agrees to adhere to all statutory mandated reporting requirements and Foróige's Child Safeguarding Statement, guidelines and policy.
- Any such other relevant duties as the board of Foróige and/or the Chief Executive Officer or the nominee of the Chief Executive shall deem necessary for the effective implementation and the policy and programmes of Foróige and UBU Your Place Your Space Rules

Professional Qualification, Experience

(D: Desirable; E: Essential)

- Education to Degree standard preferably in the area of Youth/ Justice/ Social / Community Work (E) (candidates with exceptional relevant work experience may also be considered in lieu of degree qualifications)
- Relevant paid or voluntary experience of working with young people (E)
- Access to a car and full driving licence. (Essential)

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 Youth Officer Scale: €38,558, €40,163, €41,769, €43,376, €44,982, €46,592, €48,201, €50,601, €53,001 per annum and pro-rated for part time hours.

The highest starting point for this role will be point 2 and will be dependent on experience.

Annual Leave: 29 days annual leave plus Good Friday per annum pro-rated.

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: You will be expected to work a minimum of 21 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.