



msletb
Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

JOB DESCRIPTION

Job Title:	Project Worker
Project:	An Cosán, Erris UBU
Location:	Belmullet, Outreach Erris Area, Co. Mayo
Type of contract:	Fixed Purpose Contract
No of hours:	35 hours
Annual leave:	29 days per year (pro rata)

ABOUT FORÓIGE

Foróige is an independent, non-profit national voluntary youth organisation engaged in out-of-school youth development and education. The organisation aims to enable young people to involve themselves consciously and actively in their own development and the development of society. Foróige employs over 400 staff and involves thousands of volunteers in the creation and delivery of high-quality services to young people through the operation of over 600 Foróige Clubs, the Big Brother Big Sister Programme and over 140 General Youth Services and Special Projects. These community-based and community-supported initiatives operate throughout the country, in rural and urban environments, and generally in partnership with various voluntary and statutory agencies. The organisation is a registered charity and is supported by a combination of statutory, philanthropic and corporate funding. Foróige is an equal opportunity employer and is committed to a policy of Equality of Opportunity in its employment practices.

PROJECT INFORMATION

An Cosán is funded by the Department of Children and Youth Affairs UBU- Your Place, Your Space targeted youth funding scheme, through Mayo, Sligo, Leitrim Education and Training Board (MSLETB). The project was founded in 2021 and has become a well-established service for the young people in Erris. The project aims to develop services in ETB areas, where a gap in service provision has been identified, specifically for young people ages 10-24 years who have identified needs additional to the general population. The aim of the service is to give young people an opportunity to overcome adversity and reach their full potential in a safe and supportive environment.

The successful candidate will work as part of the An Cosán team and will have responsibility for delivering a service to targeted young people in Belmullet and the surrounding areas including Eachléim and Rossport/Cornboy. The project will provide a range of interventions/services, particularly targeted at young people at risk, including the development of community based youth groups, the operation of intensive group work programmes, individual programmes, special interest preventative programmes and therapeutic interventions to support young people (10 – 24 years) in the area.

KEY RESPONSIBILITIES

The successful candidate 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.

The duties of the Project Worker shall be notified by the board of Foróige and/or its Chief Executive or nominee. These duties will include:

- Facilitating and supporting the identified needs of young people in Belmullet and the surrounding areas including Eachléim and Rossport/Cornboy .
- Assess the needs and interests of young people in the area with a particular focus on the target group (age 10- 24 years) based on the social profile undertaken by the service.
- Develop and implement programmes based on the identified needs.
- Deliver programmes which promote youth participation.
- Plan, implement and evaluate all programmes including school holiday programmes for young people in the target group.
- Deliver Individual Support to young people who are experiencing difficulties.
- Support and develop voluntary led youth groups.
- Administration, budgeting, grant applications and resource management.
- Meet the reporting standards required by the funders by maintaining records and observing professional standards in respect of confidentiality and data protection.
- Networking and liaising with other agencies/organisations/referrers and community groups in the area in order to initiate and contribute to responses to meet youth needs.
- Promote the service to potential users and the wider community.
- Any such other relevant duties 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 An Cosán and the policy and programmes of Foróige.

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE; (E) = Essential, (D) = Desirable

- 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 1-year relevant work experience with young people **(E)**
- Access to car and full driving licence **(E)**
- High level of motivation / ability to work on own initiative **(E)**
- Ability to work as part of a team of staff and volunteers **(E)**
- Paid or voluntary experience working with young people (D)
- Ability to build and maintain relationships with relevant funders and local agencies (D)
- Sufficient level of technical competence in STEAM (D)
- A working knowledge of the area (D)
- Proficiency in the Irish Language (D)

PERSON SPECIFICATION – all essential requirements

- An understanding of Youth Work and Community Work methodologies
- Ability to engage target group
- Skills in empowering others and facilitating development
- Empathetic attitude / approachable
- Good interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships.
- 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 team working
- Good written communications skills, including ability to draft summary information and

correspondence.

- Good computer skills, including Word processing, MS Access, Excel, Internet and PowerPoint.

REQUIREMENTS OF ALL FORÓIGE STAFF – all **essential** requirements

- Commitment to the purpose of Foróige and to work 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
- Flexibility in relation to hours of work to meet the needs of the work. Work during unsocial hours may be required.
- 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 Chief Executive Officer of Foróige or their nominee from time to time

ADDITIONAL CONSIDERATIONS FOR THE ROLE

Funding: It must be understood that if the funding for the post is discontinued the post holder's contract may be terminated.

Medical: The successful candidate will be required to complete a medical questionnaire / undergo a pre-employment medical.

Garda vetting: As our work involves contact with young people, candidates under consideration for employment in Foróige will be subject to Garda vetting.

References: The successful candidate will undergo 2 reference checks before commencing employment with Foróige.

Annual Leave: The full-time Project Worker will be entitled to 29 days annual leave plus public holidays. The needs of the job must be considered when applying to take this leave.

Hours of work: The full-time Project Worker will be required to work a minimum of 35 hours per week. The position will require flexibility in relation to working hours. It is expected that the full-time Project Worker will work late evenings/ nights per week (up to 11pm) and some weekend work.

Salary: This will be based off of the Foróige Youth Officer Salary Scale: €36,701 €38,229, €39,757, €41,287, €42,815, €44,348, €45,880, €48,164, €50, 448. Starting point for this role will be point 1.

Travel: This post will involve some domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate Foróige rates.

Base: The employment base will be the town of Belmullet, County Mayo.

Applications: Applications should be made by way of the Foróige application form which is available [here](#).

Foróige is committed to a policy of Equality of Opportunity in its employment practices.

Note: A panel may be formed from which future positions funded from a variety of sources may be filled.