



JOB DESCRIPTION

Job Title: Training Officer, Leadership for Life Programme

Reporting to: Training, Learning & Development Manager

Contract type: 1 Year fixed term

Location: Negotiable (Based in a Foróige Office Space)

ABOUT FORÓIGE

Foróige is an independent, non-profit national voluntary youth organisation engaged in out-of-school youth development and education. The organisation enables young people to involve themselves consciously and actively in their own development and the development of society. Foróige employs over 500 staff and involves thousands of volunteers in the creation and delivery of high-quality services to young people through the operation of over 400 Foróige Clubs, the Big Brother Big Sister Programme and over 140 General Youth Services and Special Projects - including over 40 Youth Diversion Projects.

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 practice

ROLE INFORMATION

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. This evidence-informed programme has been rigorously evaluated,

proving that young people who completed the Leadership for Life programme showed significant improvement in areas such as goal setting, empathy, critical thinking, communication skills, teamwork, problem solving, leadership skills, community involvement, resilience, sibling support, emotional support and self-esteem. The 3 module Leadership for Life programme is facilitated in Foróige clubs & projects, schools, GAA clubs through the Dermot Earley Youth Leadership Initiative, as well as annually at the Foróige Youth Leadership Conference. Those who complete all three modules have the unique opportunity to apply for accreditation from either the University of Galway or Queens University Belfast and receive a Level 6 Foundation Certificate in Youth Leadership and Community Action. The programme is currently engaging over 3000 young people annually, with over 400 graduating with the Foundation Certificate in Youth Leadership & Community Action.

The training 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. The Leadership for Life programme is entering a new and exciting growth phase which is made possible by funding received from Dept. of Education and Skills (Dormant Accounts). This role will have a significant emphasis on the training and support of facilitators from the education sector and wider youth sector, primarily in Leadership for Life programme but also in some of Foróige's other programmes.

Key Responsibilities

The duties of the Training Officer will include but are not limited to:

- Facilitating training in the Foróige Leadership for Life Programme and associated programmes
- Providing an inclusive and engaging learning environment for programme facilitators
- Providing resources and ongoing support to programme facilitators, helping them to effectively deliver the programme content to the best of their ability
- Collaborating with the programme team to design and update resources and materials relevant to the programme
- Assisting in the planning and coordination of events, information sessions, webinars and other programme related initiatives
- Assisting in developing and maintaining strong relationships with key stakeholders to broaden programme reach and impact.
- Promoting leadership development opportunities for young people
- Developing creative and innovative methodologies to promote the work of the Leadership for Life programme
- Implementing quality assurance processes to ensure the desired outcomes of the programme are met.
- Writing plans and other reports related to the programme as required

- Facilitating in-service staff training directly including but not limited to induction training; needs assessment and curriculum design; planning and evaluation; consultancy and group dynamics and training in Foróige programmes as required.
- 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 Qualifications and Experience E=Essential; D=Desirable

- Education to National Degree standard (E)
- Skilled in group facilitation, with the ability to lead discussions, workshops, and activities effectively (E)
- Access to car and full driving licence (E)
- Experience and understanding of the design and provision of staff training (D)
- Knowledge and experience of Foróige programmes, in particular the Foróige Leadership for Life Programme (D)
- Ability to facilitate the learning process (E)
- Excellent team working skills (E)
- Experience and understanding of non-formal education interventions (D)
- Experience and understanding of training, programme and curriculum design (E)

Person Specification (All Essential Requirements)

- Excellent interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships.
- Excellent communication and teamwork skills
- Excellent standards of accuracy and attention to detail.
- Ability to be proactive, use your own initiative and work effectively within a pressurised environment.
- Good written communication skills, including the ability to draft summary information and correspondence.
- Excellent computer skills, including Word & Excel, PowerPoint and Social Media skills

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

- Identify training needs with your line manager and participate in training opportunities appropriate to the role
- To participate in regular 1:1 meetings with your line manager

Benefits

Salary: This will be based off of the Foróige Support Services Officer Salary scale: €33,578, €35,105, €36,643, €38,162, €39,692, €41,224, €42,755, €45,040, €47,324, €50,448

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 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. The position will require flexibility in relation to working hours. There may be occasional late evening and 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: Applications should be made by completing the online [application form](#).