



<u>JOB TITLE:</u>	CLUB DEVELOPMENT OFFICER
<u>AREA COVERED:</u>	LOUTH MEATH LAOIS KILDARE
<u>CONTRACT TYPE:</u>	Fixed term to year end 2025
<u>RESPONSIBLE TO:</u>	SENIOR YOUTH OFFICER, CLUB DEVELOPMENT
<u>HOURS:</u>	35 Hours per week
<u>ANNUAL LEAVE:</u>	29 DAYS PER YEAR FULL TIME

JOB DESCRIPTION

Context

The DCEDIY has launched a Volunteer Activation fund to increase the number of volunteer led youth groups and increase volunteer retention. Foróige has received funding under this scheme. Part of this will be used to establish Foróige clubs in communities where there are none currently, and to increase volunteer retention. Arising from this, there is currently a vacancy for a **Club Development Officer** in the club support team in the East. The successful candidate will engage with communities with no youth work provisions and recruit and train volunteers to establish volunteer led clubs.

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 some 600 staff and involves thousands of volunteers in the creation and delivery of high-quality services to young people through the operation of Foróige Clubs and over 200 General Youth Services and Special 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 practices.

About Foróige clubs

Foróige supports a national network of some 400 volunteer-led clubs; Foróige Clubs (for ages 12 to 18), Foróige Juniors (10 to 12) and Interest clubs (10 to 18). The volunteers are recruited locally and supported through a network of staff. Each club usually has about 5 or 6 volunteers on average. The role of the volunteers is to enable young people to involve themselves consciously and actively in their own development and in that of society. All the volunteers are recorded in our Salesforce database. As a matter of safeguarding and good practice, they all are garda vetted, have references checked and are obliged to attend certain training courses. The clubs usually meet weekly during the school year and engage in a range of programmes

and activities chosen and planned jointly by club members supported by adult leaders, through a club meeting led by an elected youth committee.

Role information

The Club Development Worker's role is to establish Volunteer led Foróige Clubs in communities where there are none at present, in counties Louth, Meath, Laois and Kildare. This will be done in conjunction with the current club staff in this area.

The Club Development Worker 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 the post holder fails to perform satisfactorily, employment may be terminated.

Key Responsibilities

The duties of the Club Development Worker in carrying out any functions, which may be involved in or arise out of the appointment, shall be as notified by the board of Foróige and/or its Chief Executive and/or the nominee of the Chief Executive from time to time. These duties will include but are not limited to:

- **Developing** – Establishing volunteer led Foróige clubs and groups in partnership with local communities through the recruitment of volunteer leaders and members.
- **Training** – Training of adult volunteers and young people in these clubs to enable them to perform their tasks more effectively.
- **Implementing** - Best practice policies and procedures in relation to volunteer recruitment, retention and selection.
- **Piloting** a new model of support for clubs in these areas. This will be developed as part of the project.
- 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.

Key Performance Indicators

- Establish new Clubs in communities currently without.
- piloting new model of support for clubs
- increased over all club Members
- increased volunteer retention

Professional Qualifications and Experience (E) = Essential, (D) = Desirable

- Education to Degree standard (note: candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications) (E)
- Experience of volunteer recruitment, development and retention methodologies (D)
- A minimum of 1-year relevant work experience (D)
- Access to car and full driving licence (E)
- Ability to engage target group (E)
- Paid or voluntary, experience working with young people (D)

Person Specification (all Essential requirements)

- Ability to build and maintain effective relationships with adult volunteers and young people

- Good interpersonal skills, including ability to liaise with a wide range of contacts in communities 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 working as part of a team
- Good written communications skills, including ability to draft summary information and correspondence, good report writing skills
- Ability to follow organisational guidelines and processes
- Good computer skills, including Word, Excel, Internet, PowerPoint and Social Media

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.
- 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 Board of Foróige and /or the 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 posts is discontinued the post holders' contract may be terminated.
- Medical:** The successful candidate will be required to complete a medical questionnaire/undergo a pre-employment medical.
- Garda vetting:** As the role involves contact with young people, candidates under consideration for employment will be subject to Garda vetting.
- References:** The successful candidate will undergo 2 reference checks before commencing employment with Foróige.
- Annual Leave:** The post holder 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:** It is expected that the post holder will work a minimum of 35 hours per week. Please note that the position will require flexibility in relation to working hours. It is expected that the Club Development Worker will regularly work late evenings (maybe up to 11pm) and some weekend work.

- Salary:** Salary will be notified to the successful candidate upon appointment and will be based on the Foróige Youth Worker scale which is a nine-point 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 between point 1 and point 2. Salary will be notified on appointment.
- Travel:** This post will involve travel within Ireland. Travel and expenses will be paid in accordance with appropriate Foróige rates.
- Base:** The employment base is likely to be at a Foróige office in Co. Meath or Co. Laois.
- Application:** Please apply using the Foróige application form which is available [here](#).