



## Job Description

<b>Job Title:</b>	<b>Youth Work Administration Officer (Graduate Intern Post)</b>
<b>Type of contract:</b>	<b>Fixed Term</b>
<b>No of hours:</b>	<b>35 hours per week minimum</b>
<b>Base:</b>	<b>Mayo or Galway (to be determined)</b>

### Context

Foróige has received funding under the DCEDIY Volunteer Activation fund with the aim of increasing the number of volunteer led youth groups and increasing volunteer retention. To this end, Foróige are seeking to enhance the capacity of Club Support Staff through the provision of additional administrative supports. Arising from this, there is currently a vacancy for a **Graduate Intern Youth Work Administration Officer** in the Club Support Team in the West of Ireland. The successful candidate will ensure that volunteer information is gathered, processed and updated as required and will support staff with administration including garda vetting and reference check for volunteers; volunteer retention measurement and social media post creation.

### About the Graduate Internship

Foróige are providing an opportunity to a recent graduate to national degree standard to experience working in a large not for profit organisation. The aim is to provide the successful candidate with a range of development opportunities while gaining valuable work experience that may be transferred to a variety of settings. The successful candidate will have graduated/successfully completed their studies within one year of the start date of the post.

In addition to specific duties and tasks it is intended that the internship is a learning and development opportunity for the successful candidate.

### 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 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, mentoring programmes and over 180 General Youth Services and Special Projects. These community-based and community-supported initiatives are run 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.

### **About Foróige clubs**

Foróige supports a national network of some 400 volunteer-led clubs; Foróige Clubs (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.

### **Key Responsibilities**

The duties of the Youth Work Administration Officer 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 officer from time to time. These duties will include working with the club staff team in the following:

- Establishing with the Volunteer Development Manager, a baseline for volunteer retention of volunteers in clubs in Galway and Mayo
- Co-ordination of vetting of volunteers in Galway and Mayo
- Obtaining and checking references for volunteers and liaising with club staff as regards concerns
- Recording the movement of volunteers through the intake process on salesforce
- Updating volunteer training on salesforce
- Preparation of social media posts in line with Foróige brand guidelines
- Completing reports and other administrative tasks and recording procedures as required.
- Any other duties as the board of Foróige and/or the Chief Executive officer or the nominee of the Chief Executive officer shall deem necessary for the effective implementation and the policy and programmes of Foróige.

### **Development Opportunities**

- Experience of working in a large not for profit organisation
- Utilising reflective practice methodologies including use of a Reflective Practice Journal
- Access to Management for mentoring opportunities
- Experience of working across a range of departments
- Participation in Foróige in-service training

### **Professional Qualifications and Experience** (E=essential; D=Desirable)

- Education suitable to the role (minimum Level 7 qualification)
- A minimum of 1 year's relevant work experience **(D)**
- Ability to use CRM packages, particularly Salesforce **(D)**
- Paid or voluntary, experience working with young people **(D)**
- Experience of volunteering or recruiting volunteers **(D)**

### **Person Specification** (All Essential requirements)

- High level of motivation / ability to work on own initiative
- Ability to build and maintain relationships with other staff and volunteers
- Positive and flexible approach to working as part of a team
- Empathetic attitude / approachable
- Excellent written communications skills, including ability to draft summary information and correspondence, good report skills
- Excellent computer skills, including Word, Excel, Internet, and Social Media
- Ability to create using 'Canva' or other similar software
- Excellent organisational skills

### **Requirement 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. Some 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 post holder will be entitled to 29 days annual leave pro rata plus public holidays. The needs of the job must be considered when applying to take this leave.

**Hours of work:** The post holder will be expected to work a minimum of 35 hours per week. The position will require flexibility in relation to working hours.

**Salary:** The salary for this position will be €25,761 and will be discussed with the successful candidate upon appointment.

**Base:** The employment base for this role will be in a Foróige office in Mayo or Galway and will be confirmed upon appointment.

**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 way of the Foróige online job application form which is available [here](#).