



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Director of Targeted Services and Safeguarding</b>
<b>CONTRACT TYPE:</b>	<b>Ongoing</b>
<b>RESPONSIBLE TO:</b>	<b>Chief Executive Officer</b>
<b>BASE:</b>	<b>Park West, Dublin 12</b>
<b>HOURS:</b>	<b>Full Time</b>

### **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 550 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 170 Youth Services, Projects and Programmes. 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.

## **ROLE INFORMATION**

Foróige are recruiting a Director of Targeted Services and Safeguarding. This is a senior management role with national responsibilities. The successful candidate will have responsibility for the maintenance and development of youth projects and for safeguarding in the organisation.

This position will offer the right candidate a truly rewarding opportunity to shape the strategic future of a vibrant, thriving organisation coupled with the chance to impact positively on its ongoing sustainable capacity.

## **KEY RESPONSIBILITIES**

The duties of the Director of Targeted Services and Safeguarding shall be as notified by the Chief Executive and/or the Board from time to time. In particular, the Director of Targeted Services and Safeguarding will participate under the direction and advice of the Chief Executive or the nominee of the Chief Executive in carrying out any functions which may be involved in or arise out of the appointment.

### **Targeted Services:**

These duties will include:

1. Leading, managing, supporting and mentoring the team of Area Managers who are responsible for the development and management of targeted services in specific geographical regions across Ireland including:
  - Ensuring that the development of targeted services are aligned to the fundamental purpose and philosophy of Foróige
  - Developing and overseeing the strategic direction of Targeted Services within Foróige.
  - Ensuring that all targeted services have annual plans and budgets and that these are monitored regularly
  - Developing a high level targeted services plan annually and present on the plan regularly to the Senior Management Team
  - Planning and problem solving with Area Managers both individually and as a Targeted Services Management Team
  - Providing appropriate support and supervision to each Area Manager
2. Leading, supporting and mentoring the Senior Area Managers on the Senior Management Team in their roles as National Lead Managers in relation to key funders, including Tusla and the Department of Justice.

## **Safeguarding**

The Director of Targeted Services and Safeguarding will be appointed as the National Designated Liaison Person (NDLP) within Foróige. The NDLP is responsible for ensuring that Foróige's Safeguarding and Child Protection and Welfare reporting procedures are followed correctly and promptly and will act as a liaison person with other agencies as appropriate.

The duties of the NDLP will be:

- Consulting and supporting Managers (Designated Liaison Person) and staff members (Liaison Person) within Foróige who have a safeguarding, child protection or welfare concern
- Monitoring, reviewing and updating of Foróige Safeguarding and Protection Policy, systems and resources and insuring the implementing of these
- Managing and overseeing the Garda Vetting Policy, Systems, processes and procedures across Foróige and ensuring the implementation of these

## **Other Duties:**

3. Participating in the Foróige Senior Management Team in the exercise of overall leadership and management of the business and affairs of Foróige.
4. Ensure the ongoing implementation of the fundamental purpose and philosophy of Foróige
5. Contribute to the development and refinement of Foróige's vision and strategy
6. Any other duties relevant to the position as may be assigned by the Chief Executive or a nominated representative from time to time

## **PROFESSIONAL QUALIFICATIONS AND EXPERIENCE E= Essential, D= Desirable**

- Education to National Degree standard. **(E)**.
- Education to Masters/MBA level **(D)**
- Access to car and full driving licence **(E)**
- Developed organisational, leadership, decision making and change management skills.
- Ability to lead and support an experienced team of managers **(E)**
- An understanding of Youth Work policy and of the national youth work sector **(E)**
- A minimum of 10 years' relevant work experience, 5 of which must be in people management **(E)**
- Experience of engaging with government departments/national agencies **(E)**
- In depth knowledge and understanding of Child and Vulnerable Safeguarding legislation, policy and guidelines **(E)**
- Strong communicator and team player. **(E)**
- Highly organised and systematic in approach **(E)**
- Proven track record to motivate, engage and influence effectively. **(E)**
- Paid or voluntary, experience working with young people **(D)**

### **PERSON SPECIFICATION** (all **Essential** requirements)

- Excellent oral and written communication skills.
- Dynamic approach to managing people and mentoring.
- Developed organisational and decision making skills.
- Strong communicator and team player.
- Persuasive manner.
- Highly organised, systematic and flexible in approach.
- Exceptional administrative skills.
- The ability to manage a wide range of activities, prioritise own workload and meet deadlines.
- Excellent computer skills and working experience.
- Ability to be proactive, use own initiative and work effectively within a pressurised environment.
- Ability to develop and follow organisational guidelines and processes.

### **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.
- To undertake other duties as may be requested by the Chief Executive Officer Board and /or Board 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 may 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.

**Annual Leave:** The Director of Targeted Services and Safeguarding 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:** This is a Full time position and the successful candidate will be expected to work a minimum of 35 hours per week. Please note this position will require flexibility in relation to working hours. It is expected that you will work some evenings with some additional weekends.

**Salary:** The salary for this position will be on the following scale: €81,252; €84,587; €87,903; €91,426; €94,062; €96,983; €99,900.

The point on the scale will be commensurate with the successful candidate's relevant experience

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

**Applications:** Applications are open to internal and external candidates. Applications should be made by way of the cover letter and CV emailed to [recruitment@foroige.ie](mailto:recruitment@foroige.ie)