



JOB DESCRIPTION

Job Title:	Programme Officer: Foróige's Third Level Mentoring Programme
Location(s):	Galway
Responsible To:	Mentoring Manager, Foróige.
Works With:	Mentoring Team, Manager, CEO, Support Services Teams, Relevant Internal and External Contacts
Hours:	35 hours per week minimum
Contract Type:	1 Year Fixed Term
Annual Leave:	29 days per year (pro-rated)

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, Foróige's Mentoring Programmes and over 140 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.

Project information

The Big Brother Big Sister (BBBS) Programme is an internationally proven youth mentoring programme that connects a vulnerable young person to an adult volunteer mentor to facilitate a positive transition from adolescence into adulthood. BBBS is the first proven youth work programme in Ireland.

Foróige's Third Level Mentoring Programme is a targeted approach to supporting students who have transitioned into third level education. Mentees are usually students in receipt of an Access Scholarship or Bursary, and are part of the Access Programme. The aim of this programme is to make learning accessible to groups who are from socio - economically disadvantaged backgrounds and may experience additional challenges such as isolation and mental health difficulties in first year in college life.

The programme is currently operational in six third level institutions ATU Galway, Mayo and Letterkenny campus, the University of Galway, SETU Waterford and University College Cork.

The overarching purpose of the third level mentoring programme is to increase the likelihood that students will settle and remain in third level education, successfully complete their course and gain the desired qualifications and skills required for future employment.

The role of the mentor is to be a confidant, who can support the student to settle into college life and navigate any challenges they may experience. They can also guide the student on matters relating to finance, exams, assessments, health and well-being and accommodation.

The mentors are employees of the institute, working in roles such as administration and student support. The mentors are selected based on their willingness and capability to support a student, their knowledge of the college and its processes and their interest in the welfare of college students.

While the relationship between the mentee and mentor is the most important component of the intervention, also very important is the on-going support and monitoring of the match relationship by the Foróige staff members.

The Programme Officer 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.

Key Responsibilities

The duties of the Programme 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 from time to time. These duties will include:

- i) implementing and co-ordinating Foróige's Third Level mentoring programme in the third level institutions in conjunction with assigned Foroige staff.
- ii) recruiting suitable volunteer mentors and mentees in these institutions; training volunteers; setting up and supervising matches and providing support to mentees, volunteer mentors.
- iii) promoting the programme as appropriate
- iv) finalising the mentoring materials
- v) operating efficient office procedures in line with data protection act requirements e.g. filing, keeping records etc. and to input BBBS metrics into Foróige's data management system on a weekly basis
- vi) completing accurately and submitting on time, any standard clerical procedure of expenses, quarterly performance reports, annual plan etc.
- vii) attending team meetings and preparing written reports as required for management and funders
- viii) Any such other duties as the board of Foróige and/or the Chief Executive officer shall deem necessary for the effective implementation of the policy and programmes of Foróige and the Big Brother Big Sister Programme.

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

- Education to Degree standard preferably in Youth / Justice / Health Promotion work (note: candidates with a Diploma and with exceptional, relevant work experience may also be considered in lieu of degree qualifications) (E)
- Access to car and full Irish driving licence (E)
- Relevant paid or voluntary experience working with volunteers and young people (D)
- Experience and understanding of mentoring (D)

Person Specification (all Essential requirements)

- Ability to build and maintain effective relationships with others
- 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 working as part of a team
- Good written communications skills, including ability to draft summary information and correspondence, good report writing skills
- 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. 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

Benefits

Salary: The salary scale for this Youth Officer position will be €35,106, €36,567, €38,029, €39,492, €40,954, €42,419, €43,885, €46,070, €48,255

Salary will start between Point 1 and Point 3 of the scale and will be decided upon appointment with the successful candidates based on qualifications and experience .

Annual Leave: 29 days annual leave plus Good Friday.

Training and 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 and Supervision policy and practices that supports your professional development.

EAP: 24/7 Employee Assistance

Flexible Work: Flexible work practices that support work life balance

Additional Considerations for the Role

Funding: Funding for the post is for a period of the academic year 2023/ 2024.

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 Programme Officer 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 Programme Officer will be expected to work a minimum of 35 hours per week. The position will require flexibility in relation to working hours. It is expected that the Programme Officer will work 1-2 evenings per month.
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:	Foróige Offices, Galway
Applications:	Applications should be made by way of the Foróige application form which is available to download from www.foroige.ie in the 'Careers' section. You can email this application to recruitment@foroige.ie

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