



**Job Title:** Youth Development Officer & Digital Skills

**Job Reference Number:** FRGJOB\_602

**Location:** Blanchardstown

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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.

We are currently recruiting for Youth Development Officer. This post is funded by the Department of Children, Equality, Disability, Integration and Youth UBU Your Place Your Space Scheme through the Dublin and Dun Laoghaire ETB, and is provided and managed by Foróige.

Working as part of a team with young people aged 10 - 24 years, who have been identified under five target groups. You will target and engage young people in digital youth work and technology in the Clubhouse in Blanchardstown.

### **Key Responsibilities**

- In conjunction with the Foróige Manager and other Youth Officers in the UBU Service, being responsible for the design, organisation/coordination and implementation of educational and support programmes with young people including a range of creative technology opportunities including digital photography, video production, coding, 3 D printing and music technology in the Clubhouse.

- Working with the Dublin 15 community and with other professionals to identify the young people to be targeted for the Service.
- Establishing volunteer-led Foróige clubs and groups in partnership with local communities through the recruitment of volunteer leaders and members.
- Assisting volunteers, to organise themselves effectively and efficiently to engage in youth development activities including establishing new Foróige clubs and other volunteer led options and recruiting adult leaders. Training of adult volunteers and young people to enable them to perform their tasks more effectively.
- Provision of other youth work interventions including design, facilitation and evaluation of summer programmes, school holiday programmes and occasional weekend work.
- Together with the other youth officers, provision of late night work and Saturday work
- Attending meetings and preparing written reports as required for the Management/Advisory Committee and funders.
- Reporting to the Foróige Manager.
- 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 of Foróige's policy and programmes and the Programmes of UBU Blanchardstown.
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### **Professional Qualifications and Experience (E=Essential; D=Desirable)**

- Education to Degree standard preferably in the area of Youth/ Justice
- / Social / Community Work (E) (candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications)
- Ability to relate to young people and engage the target group (E)
- Relevant paid or voluntary experience of working with young people (E)
- 1 years' experience in Youth Work or similar role. (D)
- Access to a car and full driving licence. **(E/D - role/location dependent)**

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

- Ability to build and maintain effective relationships with young people
- 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
- Excellent written communications skills, including report writing and the ability to draft summary information and correspondence.
- Ability to follow organisational guidelines and processes.
- Good 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
- Flexibility in relation to hours of work to meet the needs of the work. Work during unsocial hours will be required
- Identify training needs with your line manager and participate in training opportunities appropriate to the role
- 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 will be required

### **Benefits**

**Salary:** Foróige Youth Officer Salary scale: €35,106, €36,567, €38,029, €39,492, €40,954, €42,420, €43,885, €45,106, €46,070, €48,255

Starting point this role will be between Point x and Point x based on experience

**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. It is expected that you will work some late evenings/ nights per week and some 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:** Please complete the Foróige Application and email it to [Recruitment@foroige.ie](mailto:Recruitment@foroige.ie)