



**Job Title:** Youth Officer Digital Youth Work & Technology

**Job Reference Number:** FRGJOB\_603

**Location:** Balbriggan

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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 Officer Digital Youth Work & Technology . This post is funded by the HSE, Dublin North, through Primary Care, and is provided and managed by Foróige.

Bases in Balbriggan you will work alongside the newly developed project to provide Foróige programmes to develop a new universal services for young people aged 10 to 18 years. The whole principle of the work will be to enable all young people who need and deserve access to good quality youth work to get it. The project will work in partnership with HSE services, North Dublin Regional Drugs and Alcohol Task Force, schools and the local community to ensure collaborative work takes place.

The purpose of this post is to support the integration and development of Digital Youth Work and Technology. Also central to the post will be the establishment and development of the newly created Foróige Technology Hub.

### **Key Responsibilities**

- In conjunction with the Foróige Manager and other Youth Officers in the Project, being responsible for the design, organisation/co-ordination 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, music technology, and, through The HSE Foróige Youth Health Initiative Balbriggan with all young people in the area.

- Establish and incorporate technology and digital media programmes
- Upkeep of the Foróige Technology Hub, including file management, trouble-shooting, and technical support to young people and volunteers.
- Report to the Foróige Manager. Attend meetings and prepare written reports as required for the Management and funders.
- Provision of other youth work interventions including design, facilitation and evaluation of summer programmes, school holiday programmes.
- Together with the other youth officers, provision of late night outreach work and regular weekend work.
- Write annual and other reports as required.
- Any such other relevant duties as the board of Foróige and/or the Chief Executive or the nominee of the Chief Executive shall deem necessary for the effective implementation of Foróige's policy and programmes and the HSE Foróige Youth Health Initiative

### **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)
- A minimum of 1 years technology, digital media **(D)**
- Ability to relate to young people and engage the target group (E)
- Ability to facilitate the learning process **(D)**
- Excellent team working skills **(E)**
- Experience and understanding of non-formal education interventions **(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)