



**Job Title:** Youth Officer - Early School Leavers

**Job Reference Number:** FRGJOB\_604

**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 the Youth Officer, Early School Leavers Programme. The Early School Leavers Project is funded by the Department of Education through Dublin and Dun Laoghaire Education and Training Board. The Project aims to equip young people with the knowledge skills and attitudes necessary for their appropriate and full participation in society. The project is community based and has a particular focus on young people aged 12 to 15 years who are out of school. The programme runs for 25 hours a week for 34 weeks in the year parallel to the school term and involves up to 10 young people at any one time. It is a voluntary programme, linked closely with and often in partnership with, the EWOs, Túsla and School Completion Projects and is open to young people who have formally disengaged from the mainstream educational system. The young people participate in academic subjects and youth work programmes such as Life of Choices, REAL U, Be Healthy Be Happy, in a number of different programmes and subjects. School holiday programmes are provided over the summer break to continue the young people's engagement.

### **Key Responsibilities**

- Working in partnership with the other youth officers in the project to:
- Develop, coordinate and implement a voluntary education programme for young people who have left school early.

- Work with the target group of young people in the provision of literacy and numeracy tuition, delivery of Foróige's manualised programmes and engagement with the young people in an informal setting.
- Active engagement with parents and guardians of the young people to ensure their involvement in the project.
- Complete accurately and submit on time any standard clerical procedure e.g. reports, travel expenses, part time teacher's forms, petty cash, requisitions, project files etc.
- Operate efficient office procedures e.g. filing, keeping records etc.
- Organisation and participation in school holiday programmes.
- 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 and the Early School Leavers Project, Blanchardstown.

### **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 relevant work experience **(E)**
- Ability to relate to young people and engage the target group (E)
- Paid or voluntary, experience working with young people **(E)**
- An understanding of Youth Work and Community Work methodologies (D)
- Knowledge and experience of Foróige and its programmes (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)