



An Roinn Leanaí, Comhionannais,
Míchumais, Lánpháirtíochta agus Óige
Department of Children, Equality,
Disability, Integration and Youth



JOB DESCRIPTION

Job Title:	Youth Participation Officer
Project:	Department of Children, Equality, Disability, Integration and Youth: Children and Young People's Participation Support Services
Job Ref:	
Type of contract:	Ongoing, subject to funding
No of hours:	35 hours per week minimum
Responsible to:	Senior Participation Officer, National Participation Office
Location:	Negotiable (regular travel to Dublin will be required)
Annual leave:	Full Time

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 500 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, the Big Brother Big Sister Programme and over 140 General Youth Services and Special Projects.

We are currently recruiting a Youth Participation Officer to the National Participation Office Team. Foróige has been awarded the contract (2021 – 2023 with option of maximum two Year extension) to provide Children and Young People's Support Services to the Department Of Children, Equality, Disability, Integration and Youth (DCEDIY). This has involved the establishment of the National Participation Office on behalf of the DCEDIY. This builds on Foróige's previous record of the provision of these services since 2012.

Key Responsibilities of the Youth Participation Officer

The duties of the Youth Participation 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.

These duties will include but are not limited to:

Values and Principles

- Apply the fundamental values and principles of children and young people's participation in all the operation, programmes and initiatives of the National Participation Office
- Implementation of the fundamental purpose and philosophy of Foróige

Working as part of the National Participation Office Team

- Working with the Senior Participation Officer and DCEDIY in the business of the National Participation Office
- Contributing to the achievement of the vision for Children and Young People's Support Service
- Implementation of all necessary business and operational processes associated with same e.g. policies and procedures, IT, Data Protection, Child Safeguarding and Protection etc.
- Participating effectively in the National Participation Office Team and working effectively with DCEDIY's Children and Young People's Participation Support Team and contributing to the broader participation agenda
- Participating in regular team meetings, quarterly review meetings and other events relevant to the role

Supporting Comhairle na nÓg

- Developing and carrying out individual and team work programmes based on the Comhairle na nÓg Five Year Development Plan
- Working and liaising with relevant Comhairle na nÓg personnel in the 31 Local Authorities in assessing need for support and training and providing these services
- Organising and managing training, networking and information events at both a national and regional level
- Supporting each Comhairle na nÓg in making their annual application and completing their annual report to Pobal

Stakeholder Engagement

- Maintaining and developing relationships with staff, partners and other relevant stakeholders within the Comhairlí providing them with appropriate training, advice and consultancy on child and youth participation
- Providing support as appropriate to other relevant stakeholders in the development of child and youth participation training, programmes and curriculum
- Communicating regularly with key stakeholders verbally and in writing using a range of media including social media and the website

Hub na nÓg

- Supporting and participating in, as required, the work of Hub na nÓg staff, particularly in the development of best practice, research and other areas of cross over work

Participation Events, Consultations and other participation Initiatives

- Participating in the design of Dáil na nÓg, the National Showcase and other participation initiative events including setting the agenda, methodology development and facilitation.
- Consideration and input into recruitment of young people for key consultations and participation initiatives.
- Working with Foróige Marketing and Communications Department in the organisation and operation of such events
- Supporting and engaging in consultations, through contributing to their co-ordination and the development of methodologies and briefing notes and facilitation of consultations
- Supporting the development and facilitation of the National Executive to meet its objectives as mandated by the broader membership at Dáil na nÓg.
- Working with young people to prepare their inputs to key engagements with policy makers, Minister and other key stakeholders and audiences as required.
- Supporting DCEDIY in participation initiatives with Children and Young People including youth assemblies.

Programme and Resource Development

- Developing and disseminating guidelines, standards and methodologies for various stakeholders to ensure best practice in child and youth participation
- Programme and resource development regarding best practice in child and youth participation

Administration

- Utilising internal data management systems effectively
- Contributing to planning and report writing
- Engaging effectively and appropriately with Social Media in relation to child and youth participation

Quality Assurance

- Contribute to the development of relevant annual work plans, written quarterly and Annual Reports for DCEDIY
- Contributing to the development of specific action plans in relation to consultations, participation initiatives etc. and provision of written and verbal reports on same
- Attending, as required, meetings with DCEDIY to plan and review specific pieces of work
- Support and evaluate practice in children and youth participation among stakeholders using the National Implementation Framework for Child Participation developed by Hub na nÓg

Any such other relevant duties as the National Council 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.

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE E= Essential, D= Desirable

- Education to National Degree standard (minimum requirement) **(E)**
- Experience and understanding of child and youth participation theories and methodologies
(E)
- A minimum of 1 year's relevant work experience **(E)**
- A minimum of three years' experience working with young people **(E)**
- Experience in engaging with a range of other stakeholders and working effectively in partnership with them **(E)**
- Experience of team working and facilitation skills **(E)**
- Excellent written communications skills and an ability to write for a variety of audiences including children and young people **(E)**
- Experience of programme/curriculum development and resource development **(D)**
- Access to car and full driving licence **(E)**

PERSON SPECIFICATION (all **Essential requirements)**

- Ability to build and maintain effective working relationships
- Good interpersonal skills, including ability to liaise with a wide range of contacts
- Excellent organisational skills and high 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
- Ability to follow organisational guidelines and processes
- Excellent computer skills, including 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. Evening and weekend work will 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 the board of Foróige and /or the Chief Executive Officer 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 Youth Participation Officer, Children and Young People's Participation Support Services 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 post 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. You will be required to work regular evenings and regular weekends.
- Salary:** The salary for this position will be as per the Foróige Youth Officer salary scale €35,106, €36,567, €38,029, €39,492, €40,954, €42,420, €43,885, €35,106, €46,070, €48,255
- 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:** Applications are open to internal and external candidates. Applications should be made by way of the [Foróige job application form](#) only. The job application form is available to download from the 'careers' section of our website www.foroige.ie. You can email your application to recruitment@foroige.ie