



This project is co-funded by the Government of Ireland and the European Union

JOB DESCRIPTION

Job Title:	Youth Justice Worker, West Tallaght Youth Diversion Projects
Location:	Fettercairn & CityWest, Dublin 24
Type of contract:	Ongoing Contract
Responsible to:	Senior Youth Officer
No of hours:	35 hours per week minimum
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 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 and over 140 General Youth Services and Special Projects. These community-based and community-supported initiatives are run throughout the country, in partnership with various voluntary and statutory agencies. Foróige is a registered charity 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 **JAY & KEY Projects** are Youth Diversion Projects that support and engage young people in West Tallaght and surrounding areas.

Youth Diversion Projects are Community based, multi-agency youth crime prevention initiatives which seek to divert young people who have been involved in anti-social and/or criminal behaviour by providing suitable activities to facilitate learning and personal development, promote civic responsibility and improve long-term employability prospects. The projects work with young people who are at risk of becoming involved in anti-social and/or criminal behaviour. By doing so, the projects contribute to improving the quality of life within communities and enhancing Garda/community relations.

JAY & KEY YDPs are part of a network of Youth Diversion Projects funded by the Department of Justice and the European Social Fund in conjunction with An Garda Síochána and managed by Foróige.

The Youth Justice Worker(s) will be employed by Foróige and will be given a contract of employment. It must be understood however, that if the position(s) 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

Role & Key Responsibilities

The duties of the Youth Justice Worker will include:

- Engaging young people who have offended, or are at risk of offending, in a process of learning and development that enables them to examine their behaviour and to make positive choices that will protect them from involvement in criminal, harmful or socially unacceptable behaviours
- Assessing and responding to the needs of each referred young person in accordance with Foróige policies and Youth Diversion Project operational requirements
- Providing engagement through a planned programme of individual and group-work and through outreach work where required
- Supporting young people to access and get optimum benefit from school, further education, training and employment opportunities
- Enlisting the support of parents, family members, community groups and other agencies to enhance the support and development opportunities for young people
- Completing accurately and submitting on time written plans and reports as required for Management, Project Committee and funders as well as other administrative requirements, timesheets, expenses, petty cash etc.
- Operating efficient office procedures in line with data protection requirements e.g., filing, keeping records etc.
- Attending team meetings and any other relevant duties the board of Foróige and/or the Chief Executive or their nominee deems necessary for the effective implementation of the policy and programmes of Foróige and the delivery of the Youth Diversion Project.

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)**
- Experience in a YDP or similar Youth Work role. **(E)**
- Access to car and full driving licence **(D)**
- Relevant paid or voluntary experience of working with young people **(D)**
- Good understanding of YDP work and of working with young people facing adversity **(D)**

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 may be required
- Identify training needs with your line manager and participate in training opportunities appropriate to the role

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 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 Youth Justice Worker 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 Youth Justice Worker 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 Youth Justice Worker will work late evenings/ nights per week and some weekend work.

Salary: The salary for this position will be based on the Foróige Youth Worker salary scale: €35,106, €36,567, €38,029, €39,492, €40,954, €42,420, €43,885, €35,106, €46,070, €48,255.

Base: The employment base for this post will be in the Foróige offices in the West Tallaght area- Fettercairn or Brookfield.

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.

Applications: 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 . Please email your 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.