



Job Description

Job Title:	Club Development Officer (2 posts)
Type of contract:	On going. 35 hours per week
Base:	To be confirmed for either Laois Kildare Meath Louth

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 some 400 Foróige Clubs, one to one Mentoring Programmes and some 180 General Youth Services and Special Projects. These community-based and community-supported initiatives are run throughout the country, in rural and urban environments, and generally in partnership with various voluntary and statutory agencies. The organisation is a registered charity and is 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

Essentially the Development Officer will support volunteer adults to facilitate youth development in Foróige clubs; some of which already exist, others which the Development Officer will support communities to set up.

Our current focus is for 2 regions; Louth /Meath and Kildare/ Laois. Other posts may become available. The Development Officer will provide support to existing volunteer led Foróige clubs and enable the volunteers in those clubs to involve young people in their own development and in that of the community. The staff person will also develop and support new clubs in other communities. Skills in volunteer recruitment or volunteer management, youth work, training and community development will all be relevant in these posts.

Key Responsibilities

The duties of the Club Development 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 officer from time to time. These duties will include:

- Identifying communities and locations where Foróige volunteer led clubs would be a suitable way of meeting youth needs.
- Recruiting volunteers to provide volunteer led clubs for young people aged 10 - 18
- Facilitating training for volunteers in establishing these clubs – Starting Out in Foróige, Child Protection Training, Club Officer Training, Use of Salesforce recording system and others.
- Ensuring that the clubs are operating to the standard required and adhering to Foróige policies, procedures and guidelines

- Supporting programme development in clubs, including facilitation of programs with young people where appropriate
- Providing consultancy to volunteers as required
- Networking and liaising with relevant stakeholders
- Engagement with other youth serving agencies/organisations
- Completing reports and other administrative tasks and recording procedures as required.
- Following policies and procedures prescribed by Foróige in relation to child protection and other matters.
- 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.

Professional Qualifications and Experience (E=essential; D=Desirable)

- Education to National Diploma or Degree standard in a relevant area **(E)**
- A minimum of 1 year's relevant work experience **(D)**
- Access to car and full driving licence **(E)**
- Experience of recruiting volunteers and best practice in volunteer development **(D)**
- Paid or voluntary, experience working with young people and volunteers **(D)**
- Knowledge and experience of Foróige volunteer led youth work **(D)**
- An understanding of adult learning/ Training methodologies **(D)**

Person Specification (All Essential requirements)

- High level of motivation / ability to work on own initiative
- Ability to build and maintain professional relationships
- Positive and flexible approach to working as part of a team
- Good written communications and report writing skills
- Good computer skills, including Word, Excel, Internet, and Social Media
- Ability to relate with empathy to young people and volunteers
- Good organisational skills

Requirement 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. 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 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 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 Development Officer 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 Development Officer will be expected to work a minimum of 35 hours per week. The position will require flexibility in relation to working hours.8 Work during unsocial hours is required three or more evenings in many weeks. There will be some weekend work.

Salary: Salary will be discussed with the successful candidate upon appointment. It will be based on Foróige's 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 role will be confirmed.

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 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