



## **JOB DESCRIPTION**

<b>Job Title:</b>	Project Worker
<b>Project:</b>	THE BEY PROJECT Foróige
<b>Location:</b>	Ballyhaunis Co. Mayo
<b>Type of contract:</b>	Maternity Cover (6 months)
<b>No of hours:</b>	35 hours per week
<b>Annual leave:</b>	29 days per year (pro-rated)
<b>Job Reference:</b>	FRGJOB_715

### **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 400 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. 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**

The BEY PROJECT Foróige is funded by the Department of Children and Youth Affairs through Mayo, Sligo, Leitrim Education and Training Board (MSLETB). The project is a DCYA funded targeted project, which aims to develop services in ETB areas, where a gap in service provision has been identified, specifically for young people ages 10-24 years who have identified needs additional to the general population. The Aim of the service is to give young people an opportunity to overcome adversity and reach their full potential in a safe and supportive environment.

The successful candidate will work as part of the Foróige team in Ballyhaunis and will have responsibility for delivering a service to targeted young people in Ballyhaunis and the surrounding areas. The project will provide a range of interventions/services, particularly targeted at young people at risk, including the development of community-based youth groups, the operation of intensive group work programmes, individual programmes, special interest preventative programmes and therapeutic interventions to support young people (10 – 24 years) in the area.

### **KEY RESPONSIBILITIES**

The successful candidate will be employed by Foróige and will be given a contract of employment covering Maternity Cover. It must be understood however, that if the position 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.

The duties of the Project Worker shall be notified by the board of Foróige and/or its Chief Executive or nominee. These duties will include:

- Facilitating and supporting the identified needs of young people in Ballyhaunis and surrounding areas.
- Assess the needs and interests of young people in the area with a particular focus on the target group (age 10- 24 years) based on the social profile undertaken by the service.
- Develop and implement programmes based on the identified needs.
- Deliver programmes which promote youth participation.
- Plan, implement and evaluate all programmes including school holiday programmes for young people in the target group.
- Deliver Individual Support to young people who are experiencing difficulties.
- Support and develop voluntary led youth groups.
- Meet the reporting standards required by the funders by maintaining records and observing professional standards in respect of confidentiality and data protection.
- Networking and liaising with other agencies/organisations/referrers and community groups in the area in order to initiate and contribute to responses to meet youth needs.
- Promote the service to potential users and the wider community.
- 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 Ballyhaunis Youth project and the policy and programmes of Foróige.

**PROFESSIONAL QUALIFICATIONS AND EXPERIENCE:** (E) = Essential, (D) = Desirable

- Education to National Degree standard. (Note: candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications) (E)
- A minimum of 1-year relevant work experience with young people (E)
- Access to car and full driving licence (E)
- High level of motivation / ability to work on own initiative (E)
- Ability to work as part of a team of staff and volunteers (E)
- Experience in delivering and designing Health and Well Being Programmes (D)
- Ability to build and maintain relationships with relevant funders and local agencies (D)
- Ability to work as part of a multidisciplinary team (D)
- A working knowledge of the area (D)

**PERSON SPECIFICATION** – all **essential** requirements

- An understanding of Youth Work and Community Work methodologies
- Ability to engage target group
- Skills in empowering others and facilitating development
- Empathetic attitude / approachable
- 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 team working
- Good written communications skills, including ability to draft summary information and correspondence.
- Good computer skills, including Word processing, MS Access, Excel, Internet and

PowerPoint.

**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
- 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 Project 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 successful candidate will work a minimum of 35 hours per week. The position will require flexibility in relation to working hours. Out of hours and weekend work may be required. The majority of working time will be late evenings and weekends.
- Salary:** Salary will be dependent upon qualifications and experience. It will be based from the Youth Worker scale: €35,632, €37,116, €38,599, €40,084, €41,568, €43,056, €44,543, €46,761, €48,979
- 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.
- Base:** The employment base will be the Ballyhaunis Youth Service, St. Patrick's Hall, Ballyhaunis, Co. Mayo.
- Applications:** Applications should be made by way of the Foróige application form which is available to download from [www.foroige.ie](http://www.foroige.ie) in the 'Careers' section. You can email your application to [recruitment@foroige.ie](mailto:recruitment@foroige.ie)

Foróige is committed to a policy of Equality of Opportunity in its employment practices.

*Note: A panel may be formed from which future positions funded from a variety of sources may be filled.*