

## Job Description

<b>Job Title:</b>	Youth Café Project Worker- Exit Youth Health Café
<b>Location:</b>	Brookfield Youth & Community Centre, Tallaght, Dublin 24
<b>Type of contract:</b>	Ongoing contract- Subject to funding
<b>No of hours:</b>	35 hours per week (Tuesday to Saturday inc.)
<b>Annual leave:</b>	29 days per year

### 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 quality programmes and services to young people through the operation of Foróige Clubs, Youth Services and Projects. These community-based and community-supported initiatives are run throughout the country, in rural and urban environments, 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 Exit Youth Health Café, is funded by the HSE Sexual Health & Crisis Pregnancy Programme and is operated and managed by Foróige. The successful candidate will work as part of the Foróige Tallaght team in partnership with the Brookfield Youth Diversion Project and the Tallaght Youth Service UBU Project.

The Project aims to improve young people's knowledge of sexual and general health, in the context of a youth friendly service, and to assist young people to develop skills and attitudes which enhance their ability to make positive lifestyle choices. This is done, in part, by providing a safe drug and alcohol free youth café space for young people aged 12 - 18 years with a focus on those over 14, particularly those most at risk of teenage crisis pregnancy. It targets young people that are not currently engaged in a specific youth activities and provides an introduction to available youth programmes and activities. It also targets young people attending the café to take part in programmes addressing sexual health, providing education, awareness and accurate information while developing their life skills through a range of activities, in line with best practice.

**Please note that the successful candidate's regular working week will be Tuesday to Saturday finishing at 9.30pm Wednesday, Thursday & Friday nights and 6pm Saturday.**

## **Role**

The successful candidate will work as part of the Foróige team in Tallaght, Dublin 24 reporting to the Senior Youth Officer and Dublin South Area Manager and will have responsibility for operation and delivery of the Youth Health café in Brookfield.

The successful candidate will be based in Brookfield Youth & Community Centre, Tallaght, Dublin 24.

The Youth Officer will work primarily with young people aged 12-18 and will recruit and support volunteers to assist with the delivery of the Youth Café and Youth Work programmes. The role will involve engagement with parents and liaising with adults and professionals from other agencies working in the community.

## **Key Responsibilities**

The successful candidate will be employed by Foróige and will be given a contract of employment. 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 Youth Officer will include but are not limited to:

- Developing and operating the Exit Youth Health Café in Brookfield.
- Identifying young people at risk of teenage crisis pregnancy aged 12-18 years and recruiting them to participate in the activities of the Exit Youth Health Café.
- In conjunction with the Foróige Manager and Senior Youth Officer, designing, organising and implementing educational programmes, related to teenage health, life skills, safe use of leisure time, decision making and other skills.
- Recruiting, training and developing adult volunteers to facilitate the development of the Exit Youth Health Café.
- Establishing and maintaining links with all youth serving agencies in the area, the Gardaí and schools and examining the potential and scope for greater co-operation and co-ordination of effort between statutory and voluntary groups in the area and, where appropriate, arranging for co-operation and co-ordination to take place.
- Complete reports and other administrative tasks as required.

## **Professional Qualifications and Experience**

*(E) = Essential, (D) = Desirable*

- Education to Degree standard preferably in Youth/ Social/ Health Promotion Work **(E)**
- A minimum of 1 year relevant work or voluntary experience working with young people and a proven ability to identify, recruit and engage at-risk young people **(E)**
- Highly organised, systematic and flexible in approach. **(E)**
- An understanding of Youth and Community Work methodologies as well as sexual health education programmes and principles **(E)**
- Exceptional administrative skills **(E)**
- Access to a car and full driving licence **(D)**
- Ability to engage young people creatively through the use of technology **(D)**

### **Person Specification (all Essential requirements)**

- 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 social media, Word, Excel, Internet and PowerPoint.

### **Requirements of all Foróige staff**

- 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 is 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 or board of Foróige or their nominee from time to time.

### **Additional Considerations for the Role**

**Medical:** The successful candidate will be required to complete a medical questionnaire / pre-employment medical examination.

**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.

**Funding:** It must be understood that if the funding for the post is discontinued the post holder's contract may be terminated.

**Hours of work:** The position requires set working days and night-time and weekend working hours. **The working days for this post are Tuesday to Saturday.** It is expected that the Youth Officer will work up to three late evenings/ nights per week and every Saturday.

**Salary:** The salary for this position will be based off of Foróige Youth Officer Salary scale: €35,632, €37,116, €38,599, €40,084, €41,568, €43,056, €44,543, €46,761, €48,979

The starting point for this post will be between Point 1 and Point 3 based on experience

**Base:** The employment base will be the Exit Youth Health Café, Brookfield Youth & Community Centre, Brookfield, Tallaght, Dublin 24.

**Travel:** This post may involve domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate Foróige rates.

**Applications:** Applications for this role should be made by completing the [online application form](#).

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