



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



## JOB DESCRIPTION

<b><u>JOB TITLE:</u></b>	<b>Youth Officer</b>
<b><u>PROJECT:</u></b>	<b>Portlaoise UBU Youth Service</b>
<b><u>JOB REFERENCE:</u></b>	<b>FRGJOB_769</b>
<b><u>CONTRACT TYPE:</u></b>	<b>Ongoing</b>
<b><u>RESPONSIBLE TO:</u></b>	<b>Senior Youth Officer and Area Manager</b>
<b><u>HOURS:</u></b>	<b>35 hours minimum</b>
<b><u>ANNUAL LEAVE:</u></b>	<b>29 days (pro-rated)</b>

### **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. 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.

### **ROLE INFORMATION**

The successful candidate will be employed by Foróige as a Youth Officer in the Portlaoise UBU Service in Laois. The Foróige Portlaoise UBU Youth Service enables young people at risk of, or, not in education, training or employment, to overcome adversity and reach their full potential. The primary target group for this service are aged 10 to 19. The catchment area for the service is Portlaoise and the immediate catchment area, consisting of the five Electoral Divisions of Portlaoise Urban, Portlaoise Rural, Borris, Clondarrig and Shaen.

The interventions and programmes provided are needs led, evidence informed, outcomes focused and are educational in nature. Activities are carried out both in one to one and group settings, depending on the needs and interests of the young people. These interventions are designed to improve the knowledge, skills, behaviour, attitudes and circumstances of young people with a view to reducing their likelihood of early school leaving, increasing their educational attainment and improving their employability.

The Portlaoise UBU Youth Service is funded by the Department of Children, Equality, Disability, Integration and Youth and supported by Laois Offaly Education and Training Board (LOETB).

### **KEY RESPONSIBILITIES**

The successful candidate will be given a contract of employment for a fixed term. 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, in carrying out any functions, which may be involved in or arise out of the appointment, shall be as notified by the Area Manager, the board of Foróige and/or its Chief Executive. These duties will include, but are not limited to:

- Recruitment and engagement of the specified target groups of young people.
- Design, implementation and evaluation of programmes based on the needs of the project participants.
- Working in partnership with other stakeholders in the community to develop and identify referral routes and progression pathways.
- Recruitment and ongoing support of a team of volunteers within the service.
- Establishment of participation structures within the service.
- Contributing to the development of reports and plans as required by the funder, in conjunction with the Senior Youth Officer and Area Manager.
- Carrying out Youth Officer duties in a manner that is fully compliant with Foróige policies, procedures and guidelines as instructed by Foróige management and ensuring that deadlines are adhered to.
- Building and maintaining professional working relationships with other stakeholders in the community, statutory and voluntary sectors, to support referral pathways and positive outcomes for project participants.
- Administration, budgeting, and report writing as required.
- Initiating and contributing to local, regional and national initiatives, committees and structures in relation to responding more effectively to the needs of young people.
- Ensuring the implementation of the fundamental purpose and philosophy of Foróige.
- Any other duties that may be assigned from time to time.

#### **PROFESSIONAL QUALIFICATIONS AND EXPERIENCE (all Essential requirements)**

- Education to National Degree standard.
- Demonstrable knowledge and understanding of Foróige's philosophy and approach to youth work and engaging young people and families.
- A minimum of 1 year's relevant experience in working/volunteering with young people.
- Experience in designing appropriate responses to youth needs.
- Ability to work in an efficient manner.
- Car owner with full driving licence.

#### **PERSON SPECIFICATION (all Essential requirements)**

- Ability to build and maintain effective working relationships.
- Highly motivated and able to work on own initiative.
- 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.
- Good written communications skills, including ability to draft summary information and correspondence.
- Ability to follow organisational guidelines and processes.
- Good computer skills, including Word, Excel, Internet, PowerPoint and 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. 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 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 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 Youth Officer will be expected to work a minimum of 35 hours per week, including up to 4 evenings per week and regular weekend work.  
Please note these positions will require flexibility in relation to working hours.

**Salary:** The salary for this position will be in line with the Foróige Youth Officer Scale: €35,632, €37,116, €38,599, €40,084, €41,568, €43,056, €44,543, €46,761, €48,979.

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

**Base:** The base for this post is in Portlaoise, Co. Laois.

**Applications:** Applications are open to internal and external candidates. Applications should be made by way of the [Foróige job application form](#) only which is available [here](#).

**Interviews:** There will be 2 stages of interviews.

Internal candidates may be required to attend first round stage interview

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