



**Job Title:** Youth Officer

**Job Reference Number:** FRGJOB\_770

**Location:** Gateway Youth Project, Athlone

**Contract Type:** Fixed-Term, 3 days per week

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Foróige is an independent, non-profit national voluntary youth organisation engaged in out-of-school youth development and education. The organisation enables 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 400 Foróige Clubs, the Big Brother Big Sister Programme and over 140 General Youth Services and Special Projects - including over 40 Youth Diversion Projects.

We are currently recruiting for a **Youth Officer** for the Gateway Youth Project which is an initiative in Athlone town developed to meet the needs and interests of young people in the local community through an integrated interagency response.

It engages young people aged 10-24 years and their families in a range of specialised, educational, and recreational activities. The project is a partnership between Foróige and Athlone Community Taskforce, and is funded by Tusla, and DCEDIY through Longford Westmeath Education and Training Board.

### **Key Responsibilities**

The duties of the Youth Officer shall be notified by the Board of Foróige and/or their nominee. The function is to be achieved through fulfilling the main duties outlined below:

- Identifying and responding to needs of vulnerable young people aged 10-18 years, and in instances their families, referred to the project through local service providers, schools, local youth services and local voluntary and statutory organisations.
- Developing innovative programmes and interventions to meet the needs and interests of the young people as identified by LWETB as a priority.
- As a priority targeting young people at risk of early, inappropriate, sexual behaviour and language/attitude/culture for engagement in sexual health and decision-making programmes (REAL U).
- As a priority directly supporting the LGBTI+ youth community to address particular issues and risk factors relating to mental health, isolation and providing a safe place to practice safe socialising.
- As a priority targeting and engaging young foreign nationals in need of support. Youth interventions targeting integration with local communities and specifically engaging young women from the Roma communities.
- Developing culturally appropriate responses to the needs of the young people identified by LWETB.
- Facilitating a range of interventions / services including (but not limited to):
  - Techspace programmes and initiatives,
  - The “Youth Booth” Youth Café,
  - Intensive group and individual work programmes,
  - Bespoke need-based programmes and interventions,
  - Special interest programmes,
- Engaging young people in the co-design of the project and the programme.
- Coordinating of front-of-house support and provision of some front-of-house support to the Gateway Youth Project.
- Liaising and networking with other youth and community organisations in the area and developing effective working relationships.
- Operating efficient office procedures, administration systems and completing reports.
- Planning your own work schedule and set work targets in consultation with line manager, the Foróige Eastern Area Manager.

### **Key Performance Indicators**

- Engage minimum 100 young people.
- Ensure a minimum 80% of young people accessing the project are with the target group requiring Level 2 interventions (Hardiker model) or at significant risk.
- Minimum 70% of the service effort will be on direct service delivery with young people.

- Individual and Group work sessions daily with interventions late evening on Thursday, Friday and Saturday (up to 11pm).
- Submission of reports and administration on schedule and to a high standard.

### **Professional Qualifications and Experience (E=Essential; D=Desirable)**

- Education to Degree standard preferably in the area of Youth/ Social / Community Work (E) (candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications)
- A minimum of 1 year's relevant work experience (E)
- Ability to relate to young people and engage the target group (E)
- Paid or voluntary, experience working with young people (E)
- An understanding of Youth Work and Community Work methodologies (D)
- Knowledge and experience of Foróige and its programmes (D)
- Access to a car and full driving licence. (E)

### **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 will be required

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

## Benefits

**Salary:** Foróige Youth Officer Salary scale: €35,632, €37,116, €38,599, €40,084, €41,568, €43,056, €44,543, €46,761, €48,979

Starting point this role will be between Point x and Point x based on experience

**Annual Leave:** 29 days annual leave plus Good Friday

**Pension:** Contributory pension benefits.

**Training & Development:** Structured onboarding together with a 9-day Foróige Induction Programme. Ongoing CPD.

**Study Leave:** Up to 5 days paid Study Leave per year of course.

**Organisation Culture:** Support & Supervision policy and practises that supports your professional development.

**EAP:** 24/7 Employee Assistance

**Career Break:** Up to 2 years Career Break after 3 years' service.

**Unpaid Leave:** Up to 6 months Unpaid Leave Break after 1 year service

**Flexible Work:** Flexible work practices that support work life balance.

**Maternity and Paternity Benefit:** Top up Maternity and Paternity Benefit pay.

## Other Information

**Garda vetting:** Candidates under consideration for employment in Foróige will be subject to Garda vetting.

**Hours of work:** You 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 you will work some late evenings/ nights per week and some weekend work.

**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:** Please complete the Foróige Application which is available [here](#).