



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

### Job Description

|                       |                              |
|-----------------------|------------------------------|
| <b>Job Title:</b>     | Mentoring Programme Officer  |
| <b>Location:</b>      | Cork City                    |
| <b>Hours:</b>         | 35 hours per week minimum.   |
| <b>Contract Type:</b> | Ongoing Contract             |
| <b>Annual Leave:</b>  | 29 days per year (pro rata). |

### 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, Foróige's Mentoring 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 successful candidate will be responsible for facilitating a range of Foróige's Mentoring models including the Big Brother Big Sister Programme (BBBS), The MentorMe Programme, Site based Mentoring, Third level Mentoring and Peer to Peer School Mentoring.

Foróige's Mentoring Programmes have undergone numerous evaluation studies to assess

outcomes for young people. Results show that the mentoring intervention is effective in relation to emotional wellbeing and social support as well as strong adherence to best practice in youth mentoring.

The BBBS programme matches an adult volunteer to a young person in need of support. Its core assumption is that a caring and supportive friendship will develop and reinforce the positive development of the young person. Typically the match meets once a week, for one to two hours, and the initial commitment is for one year. The underlying assumption is that the adult volunteer will become a role model, a mentor, but perhaps most of all, a friend. A blended mentoring programme can be offered to support young people by matching them with a caring adult volunteer who they can connect with weekly in person or online.

The Programme Officer will be employed by Foróige and will be given an ongoing 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 of the post is discontinued or a post holder fails to perform satisfactorily, employment may be terminated.

### **Position Summary**

### **Key Responsibilities**

The duties of the Programme Officer in carrying out any functions, which may be involved in or arise out of the appointment, shall be as notified by the Organisation's National Council and/or its Chief Executive from time to time. These duties will include:

- i) Implementing and operating mentoring programmes locally in Cork, including community, site based and school based programmes.
- ii) Recruiting volunteer mentors, assessing their suitability and providing training and ongoing support and recognition
- iii) Liaising and networking with key referral agencies to seek referrals of young people aged 10-18 to the programme, conducting an intake process to assess the programmes suitability to meet the needs of these young people
- iv) Setting up and supervising matches between young people and volunteer mentors and providing support to the young people, volunteer mentors and parents/guardians as appropriate
- v) Organising and facilitating group activities for matches
- vi) Training and supporting teachers and students to operate the peer mentoring programme in schools.
- vii) Implementing a case management approach to the role using the programme's Salesforce system
- iv) Operating efficient office procedures in line with GDPR requirements and recording HR and financial data using Foróige's HR and financial data processing system.
- vi) Attending team meetings and preparing written reports as required for Management and Funders
- vii) Any such other duties as the National Council and/or the Chief Executive shall deem

necessary for the effective implementation of the policy and programmes of Foróige and the Mentoring Programme

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

- Education to National Diploma or Degree standard preferably in Youth / Community/ Social Care work (note: candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications) **(E)**
- Access to car and full Irish driving licence **(E)**
- Relevant paid or voluntary experience working with young people **(D)**
- Experience and understanding of mentoring an advantage **(D)**
- Experience of using Salesforce or another case management system **(D)**
- Experience in recruitment, training and support of volunteers **(D)**

**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 team working
- Good written communications skills, including ability to draft summary information and correspondence, good report writing skills
- Good computer skills, including use of Google Workspace.

**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. 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

## **Benefits**

**Salary:** The salary scale for this youth officer position will be €36,701, €38,229, €39,757, €41,287, €42,815, €44,348, €45,880, €48,164, €50,448. Salary will start between Point 1 and Point 4 of the scale and will be decided upon appointment with the successful candidate based on qualifications and experience.

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

**Pension:** Contributory pension benefits

**Training and 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 and Supervision policy and practices 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**

**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 undertake a pre-employment 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.

**Hours of work:** The Mentoring Programme Officer will be expected to work a minimum of 35 hours per week. The position both requires and offers flexibility in relation to working hours. It is expected that the successful candidate will work some evenings per week and some weekend work based on the availability of volunteers and young people/families.

**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 for this role is to be confirmed. The successful candidate will be eligible to apply for a hybrid working arrangement involving up to 3 days remote working per week following 6 months of service and satisfactory completion of a probation period.

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

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