



## JOB DESCRIPTION

<b>Job Title:</b>	NFTE Programme Officer
<b>Project:</b>	Network for Teaching Entrepreneurship (NFTE) Programme
<b>Location:</b>	Negotiable (in the West / Leinster Region)
<b>Contract Type:</b>	6 Month Fixed Term - Maternity Leave Contract
<b>Responsible To:</b>	Manager, Entrepreneurship and Employability Programmes
<b>Hours:</b>	35 hours per week minimum
<b>Annual Leave:</b>	29 days per year (pro-rated)

### **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.

### **Role information**

The Network for Teaching Entrepreneurship (NFTE) is a world recognised, youth entrepreneurship education and development programme. The NFTE programme is committed to changing the lives of young people in disadvantaged communities by enabling them to develop core skills in business and enterprise, and in doing so helping them to unlock their individual talents and potential. NFTE's main objectives are to increase school completion and college attendance, promote self-belief, build communication skills and develop knowledge and interest in business. The NFTE programme is currently delivered in 23 counties in Ireland working with over 6000 young people and 240 NFTE trained teachers and youth workers who are called Certified Entrepreneurship Trainers.

NFTE are now recruiting to cover a maternity leave cover role. The primary focus of this exciting role will be in DEIS Schools across the West / Leinster Region.

### **Key Responsibilities**

The duties of the NFTE Programme Officer in carrying out any functions, which may be involved in or arise out of the appointment, shall be as notified by the board of Foróige and/or its Chief Executive and/or the nominee of the Chief Executive from time to time. These duties will include but are not limited to:

- Promoting, developing and operating NFTE programmes primarily in Westmeath, Galway, Roscommon, Longford, Cavan and Monahan and the surrounding regions on the needs and demands that arise.
- Supporting existing NFTE sites in operation.
- Recruiting new schools and youth work sites and identifying suitable volunteers for roles within the programme.
- Promoting, establishing and support the NFTE schools programme in all selected schools and youth work settings in the West / Leinster region with a particular focus in DEIS Schools.
- Recruiting, engaging and supporting business mentors in a business volunteer programme.
- Training staff and volunteers in Schools, youth work settings and other agencies in their roles and responsibilities in relation to operating the programme to the required standard.
- Organising and implementing NFTE events such as trade fairs and a business plan competition for young people engaged in the NFTE programme.
- Engaging young people in national and international NFTE opportunities as appropriate.
- Engaging with Foróige's Communication department to promote the NFTE programme.
- Networking and Co-operating with other agencies/organisations and community groups in the area in order to initiate and contribute to responses to meet youth needs.
- Inputting data and providing metrics reports within Foróige.
- Completing accurately and submitting on time any standard clerical procedures e.g. reports, travel expenses, part time teacher's forms, petty cash, requisitions, project files etc.
- Operating efficient office procedures e.g. filing, keeping records etc.
- 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 the policy and programmes of Foróige and the NFTE Programme.

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

- Education to National Degree standard **(E)**
- A minimum of 1 years' relevant work experience **(E)**
- Access to car and full driving licence **(E)**
- Significant experience and understanding of Foróige programmes and in particular the NFTE Programme **(E)**
- Excellent team working skills **(E)**
- Report writing and funding application experience **(E)**
- An understanding of Youth Work and Community Work methodologies **(E)**
- Experience and understanding of non-formal education interventions **(D)**
- An understanding of the nature of Youth Work **(D)**

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

- Ability to build and maintain effective relationships with young people, staff and volunteers
- Good interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships
- Ability to build and maintain effective relationships with business, corporates and mentors
- Highly organised, systematic and flexible in approach.

- Ability to work on own initiative
- Excellent administrative skills
- 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
- Excellent 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 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 candidates will undergo 2 reference checks before commencing employment with Foróige.

**Annual Leave:** The NFTE Programme 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 NFTE Programme Officer 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 the NFTE Programme Officer will work occasional late evenings/ nights and some weekend work.

**Salary:** The salary for this position will be as per the Support Services Officer scale €31,643; €33,083; €34,523; €35,964; €37,405; €38,849; €40,292; €42,445; €44,598

**Base:** The employment base will be negotiable in the West / Leinster Region

This post will involve occasional travel outside of the Region to support the programme, domestic travel within Ireland and occasional meetings. There may also be a requirement for occasional international travel outside of Ireland. Travel and

expenses will be paid in accordance with appropriate Foróige rates.

**Applications:** Applications should be made by way of the [Foróige job application form](#) only. The job application form is available to download from the 'careers' section of our website [www.foroige.ie](http://www.foroige.ie). You can email your application to [recruitment@foroige.ie](mailto:recruitment@foroige.ie).

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