

Job Description

Job Title:	Digital Programmes Officer x 2 Training, Learning and Development Team
Type of contract:	Fixed Term
No of hours:	35 hours per week minimum
Location:	Cork City & Dublin/ Midlands
Annual leave:	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 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

One of the most exciting emerging areas of youth work is in the online space. Our vision for digital youth work is to engage young people in safe, creative, digital learning experiences to foster an Ireland of innovative and creative young people, who are constantly inventing new possibilities for themselves and their communities. Foróige has developed a suite of innovative and cutting edge digital skills programmes that will equip young people with the skills and confidence to engage in the digital world and use these skills to benefit their communities. These programmes are designed in such a way as to benefit all young people, but are particularly impactful for young people who face isolation, suffer from social anxiety or need extra support in their lives.

As part of Foróige's Digital Youth Work Strategic Plan with support and funding from the Tomar Trust Fund the successful candidate's role as Digital Programmes Officer will be to ensure that all young people develop the key digital skills, values and competencies necessary to excel in the digital era by design and not simply by chance. This will be done through the development of a network of Foróige Digital Hubs and providing young people with the opportunity to develop their digital skills, literacy, citizenship, engagement and safety.

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 Digital Programmes Officer shall be notified by the Board of Foróige and/or its Chief Executive or nominee.

These duties will include but are not limited to:

- Identify training needs of Foróige staff, volunteers and young people
- Develop the capacity of staff and volunteers to facilitate digital youth work by creating a suite of programme manuals and resources and develop and facilitate training and ongoing capacity building in same
- Liaise with and support Foróige staff, volunteers and young people in the support to and development of Digital Hubs across Foróige
- Promotion of Foróige's digital programmes to internal and external stakeholders as relevant
- Be a point of contact for queries in relation to digital programmes and providing consultancy to internal and external stakeholders
- Ensure Foróige's digital programmes are available across Foróige including, but not limited to, Foróige Sound Surfers, Foróige LevelUP, VRóige
- Facilitation of digital programmes in sites where required
- Coordinating with the wider Training, Learning and Development Team and other relevant staff, designing, facilitating and evaluating training for both Foróige staff, volunteers and young people
- Ongoing design and development of the Foróige's Digital Programmes, ensuring the programmes continue to meet the needs of young people
- Provide support, guidance and expertise on new and emerging digital youth work initiatives and programmes
- Participating in and contributing to internal and external meetings relevant to the project and programmes
- Contributing to and working with Foróige's network of digital youth work staff to expand on digital youth work opportunities for young people
- Writing reports and implementing plans and proposals in consultation with line manager

- Maintain and develop links with internal and external stakeholders in relation to the digital youth work projects and programmes
- Networking and co-operating with other agencies as appropriate in order to initiate and contribute to staff, volunteer and young people's needs
- Ensure accurate data capture and record keeping in relation to the project
- Liaising with and working alongside the Training, Learning and Development function, particularly in relation to facilitation of in-service training
- Representing Foróige as appropriate in order to initiate and contribute to staff, volunteer and young people's needs
- 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 Foróige's policy and programmes and the Programmes of Training, Learning and Development

Professional Qualifications and Experience

E=Essential; D=Desirable

- Education to National Diploma or Degree standard in a relevant area (E)
- A minimum of 1 years relevant work experience (E)
- Access to car and full driving licence (E)
- Significant experience and understanding of the design and provision of staff training (E)
- Knowledge and experience of Foróige digital programmes (D)
- Knowledge and experience of digital youth work (D)
- Ability to facilitate the learning process (E)
- Ability to work collaboratively and strategically with a range of stakeholders (D)
- Excellent team working skills (E)
- Experience and understanding of formal and non-formal education interventions (D)
- Experience and understanding of training, programme and curriculum design (E)

Person Specification

- Excellent interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships.
- Excellent communication and team working skills
- Excellent standards of accuracy and attention to detail.
- Ability to be proactive, use own initiative and work effectively within a pressurised environment.

- Good written communications skills, including ability to draft summary information and correspondence.
- Excellent computer skills, including word processing, Excel, Internet, 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 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.

Additional Considerations for the Role

Medical: The successful candidate will be required to undertake a pre-employment medical questionnaire.

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 will require flexibility in relation to working hours. It is expected that there will be some evening 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

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: Applications for this role should be made by way of a Foróige application form which is available to download from the 'careers' section of our website www.foroige.ie You can email applications to recruitment@foroige.ie