



## JOB DESCRIPTION

<b><u>JOB TITLE:</u></b>	Youth Officer, Youth Work Supports for Ukrainian Young People
<b><u>JOB REF:</u></b>	FRGJOB_363
<b><u>PROJECT:</u></b>	Dublin Youth Development Project
<b><u>CONTRACT TYPE:</u></b>	Six Month, Fixed Term
<b><u>RESPONSIBLE TO:</u></b>	SCP Manager
<b><u>LOCATION:</u></b>	Dublin
<b><u>HOURS:</u></b>	Full Time Post

### **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 400 Foróige Clubs, the Big Brother Big Sister Programme and over 160 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**

There are a large number of people arriving into Ireland from Ukraine. Foróige wishes to ensure that there is an appropriate youth work response to meet the needs of Ukrainian young people newly arrived in Ireland. The role will involve consulting with young people and adults, preparing a clear response and developing training for staff and volunteers to enable

them to meet the youth work needs of young people. While the role will focus on Dublin, it is envisaged that the work of this project may be replicated across the organisation.

## **KEY RESPONSIBILITIES**

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 SCP Manager, the board of Foróige and/or its Chief Executive.

### **Scoping**

- Identification of the range of existing and/or planned supports to incoming Ukrainian children, young people and families at a national, regional and county level.
- Identification of the key personnel at national, regional and county level in relation to the provision of supports to young people aged 10-18 years.
- Documentation and communication of this to Foróige management teams nationwide.

### **Mapping**

- Identification of the Foróige projects and volunteer led clubs nationally that have the capacity to engage with Ukrainian young people aged 10-18 years.
- Identification of the key Foróige staff and volunteer contacts for each project and/or club.
- Creation of a database of key personnel and communication of this both internally to Foróige staff and volunteers and to external stakeholders as required.

### **Defining and Refining the Foróige Youth Work Response**

- In conjunction with Foróige projects, volunteer led clubs and other key stakeholders, engaging directly with Ukrainian young people aged 10-18 years and Ukrainian adults to identify the needs of Ukrainian young people and appropriate youth work responses to meet these needs.
- Engaging with a consultative group of Foróige staff across all levels of the organisation, key external stakeholders and representatives of the Ukrainian community if possible to refine the Foróige youth work response to meet the youth development needs of this cohort.
- Development of the key principles for Foróige staff and volunteers in their initial engagement with Ukrainian young people and their families.

### **Informing**

- Promotion of youth work and youth development opportunities within Foróige to Ukrainian young people and their families nationally. This may include the creation of resources and/or communications in Ukrainian.
- Creation of internal and external communications on the Foróige youth work response for Ukrainian young people aged 10-18 years in both print and digital media. This will

include liaising closely with the Foróige Communication department. Translation of communications into Ukrainian may be required.

### **Training**

- Designing, implementing and evaluating high quality training programmes for Foróige staff and volunteers to enable them to engage effectively with Ukrainian young people in Foróige projects and voluntary clubs. This will involve liaising closely with the Foróige Training, Learning & Development function.

### **Other**

- Reporting to Management as required.
- Completing reports and other administrative tasks and recording procedures as required
- Following policies and procedures prescribed by Foróige in relation to child protection and other matters.
- Undertaking any other work relevant to the development of the programme as may arise.

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

- Education to Degree standard in a relevant area e.g. social care, education, youth work etc. (note: candidates with a Diploma and with exceptional, relevant work experience may also be considered in lieu of degree qualifications) **(E)**
- Fluency in both Ukrainian and English. **(E)**
- An understanding and commitment to of the principles of youth work and youth development practice. **(E)**
- A minimum of 1 year relevant paid or voluntary experience working with young people in a youth work/youth development role **(D)**
- Full Irish driving licence and access to a car **(D)**

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

- Empathy, approachability and an ability to relate to children, young people and families
- Excellent interpersonal skills, including ability to build and maintain effective working relationships with a wide range of stakeholders.
- 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 communication, including strong report writing skills.
- Ability to implement and follow organisational guidelines and processes
- Good computer skills, including experience of MS Word, Excel & Internet use

### **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:** This is a full time post and the successful candidate will be expected to work a minimum of 35 hours per week. Please note this position will require flexibility in relation to working hours. You will be required to work some evenings and some weekends.
- Salary:** The salary for this position will be as per the Foróige Youth Officer salary scale
- Travel:** This post will involve domestic travel within Ireland. Travel and expenses will be paid in accordance with appropriate Foróige rates.
- Applications:** Applications are open to internal and external candidates. Applications should be made by way of the Foróige job application form only and emailed to [recruitment@foroige.ie](mailto:recruitment@foroige.ie)

