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Aontas Eorpach  
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European Union

ciste na  
gcuntas díomhaoin  
the dormant  
accounts fund



## JOB DESCRIPTION

<b>Job Title:</b>	Youth Justice Worker
<b>Job Reference:</b>	<b>FRGJOB_368</b>
<b>Location:</b>	HAY Youth Diversion Project, Summerhill, Dublin 1
<b>Type of contract:</b>	Fixed Term
<b>Responsible to:</b>	Senior Youth Justice Worker
<b>No of hours:</b>	35 hours per week minimum (Tuesday to Saturday)
<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 370 staff and involves thousands of volunteers in the creation and delivery of high quality services to young people through the operation of over 537 Foróige Clubs and over 130 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. Foróige is committed to a policy of Equality of Opportunity in its employment practices.

### Project information

This post will be part of a network of Youth Diversion Projects; funded by the Department of Justice and Equality and by the European Social Fund 2014 – 2020 and Dormant Accounts funding through the Irish Youth Justice Service, in conjunction with An Garda Síochána and will be managed by Foróige. Youth Diversion Projects are Community based, multi-agency youth crime prevention initiatives which primarily seek to divert young people who have been involved in anti-social and/or criminal behaviour by providing suitable activities to facilitate personal development, promote civic responsibility and improve long term employability prospects. The projects may also work with young people who are significantly at risk of becoming involved in anti-social and/or criminal behaviour. By doing so, the projects contribute to improving the quality of life within communities and enhancing Garda/community relations.

The HAY Project is an enhanced Garda Youth Diversion Project designed to provide an intensive programme to very marginalised young people to aid their skills development and enhance their prospects of employment success. The HAY Project creates a bespoke wraparound intensive programme and is a direct response to the emergent needs in the local community and focuses on a gap in provisions identified by GYDP staff in the area and senior Gardaí. This is a very exciting opportunity for candidates with an interest and capability in this type of work.

### Key Responsibilities

The Youth Justice Worker will be employed by Foróige and will be given a fixed term 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 Youth Justice Worker, 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 Officer from time to time. These duties will include:

- i) assessing and responding to needs of young people aged 12-17 years old in accordance with Foróige policy and procedure and Youth Diversion Project operational requirements
- ii) engaging young people who have offended in a process of learning and development that will enable them to examine their own offending and to make positive lifestyle choices that will protect them from involvement in criminal, harmful or socially unacceptable behaviours
- iii) implementing this engagement through a process of both individual and group-work and through outreach work where required
- iv) enabling young people to access and get optimum benefit from school / further education / training and employment opportunities
- v) enlisting the support of parents, family members, community groups and other volunteers and enabling them to engage effectively with the target group in youth development activities
- vi) Completing accurately and submitting on time any standard clerical procedure of expenses, quarterly performance reports, annual plan etc.
- vii) Operating efficient office procedures in line with data protection act requirements e.g. filing, keeping records etc.
- viii) Attending team meetings and preparing written reports as required for Management, Project Committee and Funders
- ix) Any such other relevant duties as the board of Foróige and/or the Chief Executive Officer or the nominee of the Chief Executive shall deem necessary for the effective implementation and the policy and programmes of Foróige and the HAY Youth Diversion Project.

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

- Education to Degree standard preferably in Youth / Justice / Health Promotion work **(E)** (note; candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications)
- 1 year experience in a GYDP or similar role. **(E)**
- Relevant paid or voluntary experience of working with young people **(D)**
- Access to car and full Irish driving licence **(E)**
- Exposure and understanding of GYDP work and of working with young people from minority ethnic groups **(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 Word processing, MS Access, Excel, Internet and PowerPoint

#### **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 Chief Executive Officer of Foróige or their nominee from time to time

### **Additional Considerations for the Role**

<b>Funding:</b>	It must be understood that if the funding for the post is discontinued the post holder's contract may be terminated.
<b>Medical:</b>	The successful candidate will be required to complete a medical questionnaire / undergo a pre-employment medical.
<b>Garda vetting:</b>	As our work involves contact with young people, candidates under consideration for employment in Foróige will be subject to Garda vetting.
<b>References:</b>	The successful candidate will undergo 2 reference checks before commencing employment with Foróige.
<b>Annual Leave:</b>	The Youth Justice Worker 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.
<b>Hours of work:</b>	The Youth Justice Worker 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 Youth Justice Worker will work late evenings/ nights per week (up to 9pm). The days for this position are Tuesday to Saturday.
<b>Salary:</b>	The salary for the Youth Justice Worker (s) will be based pro rata on the following salary scale: €34,587; €36,027; €37,467; €38,908; €40,349; €41,793; €43,236; €45,389; €47,542. Starting salary will be confirmed to the successful candidate(s) upon appointment
<b>Base:</b>	The employment base for this role will be at Baily Court, Summerhill, Dublin 1
<b>Travel:</b>	This post will involve some domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate Foróige rates.
<b>Applications:</b>	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 <a href="http://www.foroige.ie">www.foroige.ie</a>