

Job Title:	Club Development Officer
Job Reference	FRGJOB_374
Type of contract:	Fixed Term to 30 th June 2023 35 hours per week
No of hours:	
Base:	Fermoy, Co Cork

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 is an equal opportunity employer and is committed to a policy of Equality of Opportunity in its employment practices. To read more and to view annual reports please go to www.foroige.ie

Project information

In this initiative for Counties Limerick and North East Cork/West Waterford, the successful candidate will develop new volunteer led clubs in various communities and implement Foróige programmes e.g. Leadership, NFTE, REAL U etc. A similar team, also part of this project, operates in Longford, Leitrim and Westmeath.

There is currently a vacancy for a **Club Development Officer** in the Foróige Futures Project. The successful candidate will oversee the development of volunteer led Foróige clubs in the project area and as such will work primarily with adult volunteers.

Key Responsibilities

The duties of the Club Development 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 officer from time to time. These duties will include:

- Identifying communities and locations where Foróige volunteer led clubs would be a suitable way of meeting youth needs.
- Recruiting volunteers to provide volunteer led clubs for young people aged 10 - 18
- Facilitating training for volunteers in establishing these clubs – Starting Out in Foróige, Child Protection Training, Club Officer Training
- Ensuring that the clubs are operating to the standard required and adhering to Foróige policies, procedures and guidelines
- Supporting volunteers with programme development in clubs, including facilitation of programs with young people where appropriate
- Providing consultancy to volunteers as required
- Networking and liaising with relevant stakeholders
- Engagement with other youth serving agencies/organisations
- Representing the project and Foróige on relevant groups
- Empowering communities to maintain services to young people after the project ends
- 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.
- Any other duties as the board of Foróige and/or the Chief Executive officer or the nominee of the Chief Executive officer shall deem necessary for the effective implementation and the policy and programmes of Foróige.

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 **(D)**
- Access to car and full driving licence **(E)**
- Experience of recruiting volunteers and best practice in volunteer development **(D)**
- Paid or voluntary, experience working with young people and volunteers **(D)**
- Knowledge and experience of Foróige volunteer led youth work **(D)**

Person Specification (All Essential requirements)

- High level of motivation / ability to work on own initiative
- Ability to build and maintain relationships with relevant local agencies
- Positive and flexible approach to working as part of a team
- Empathetic attitude / approachable
- Good written communications skills, including ability to draft summary information and correspondence, good report writing skills
- Good computer skills, including Word, Excel, Internet, and Social Media
- Ability to relate to young people and volunteers
- Good organisational skills
- Ability to evaluate the effectiveness of programmes
- An understanding of adult learning methodologies

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

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 candidate will undergo 2 reference checks before commencing employment with Foróige.

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: The Youth Officer will be expected to work a minimum of 35 hours per week. The position will require flexibility in relation to working hours.

Salary: The salary for this position will be discussed with the successful candidate upon appointment.

Base: The employment base for this role will be Fermoy.

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 should be made by way of the Foróige job application form only to recruitment@foroige.ie . The job application form is available to download from the 'careers' section of our website www.foroige.ie or upon request by emailing recruitment@foroige.ie