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Government of Ireland



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JOB DESCRIPTION

<u>Job Title:</u>	Senior Youth Officer
<u>Project:</u>	Youth Diversion Project Best Practice Development Team (YDP BPDT)
<u>Location:</u>	To be confirmed upon appointment
<u>Contract Type:</u>	Ongoing, subject to funding
<u>Responsible To:</u>	Area Manager
<u>Hours:</u>	35 hours per week minimum
<u>Annual Leave:</u>	29 days per year

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 YDP Best Practice Development Team (BPDT), is a multiagency team whose purpose is to develop and support best practice leading to better outcomes for young people across all YDPs. The BPDT is funded by the Department of Justice, and the team is supported by An Garda Síochána and managed by a multi-agency grouping of Foróige, Youth Work Ireland, Crosscare and Kilmore West Youth Project. One full-time Senior Youth Officer is employed by Foróige as part of this team. The BPDT is part of a larger team with REPPP (Research Evidence into Policy, Programmes and Practice) in the University of Limerick. Together they work closely to support the implementation of the Youth Justice Strategy 2021 – 2027 and build the capacity of YDPs across Ireland.

Key Responsibilities

The successful candidate will be employed by Foróige. 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 Senior Youth 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 and/or the nominee of the Chief Executive from time to time. These duties will include but are not limited to:

- Overseeing the implementation of the YLS/CMI 2.0 across the network of YDP's ensuring consistently and fidelity to the risk/need assessment tool. This includes but is not limited to:
 - Supporting a multi-agency team of YLS/CMI 2.0 Master trainers
 - Co-ordinating delivery of YLS/CMI 2.0 training to Youth Justice Workers and other key stakeholders such as JLO's and CBOR's
 - Design and delivery of any additional training and/or learning experiences or resources required to support YLS/CMI 2.0 users
 - Implementation of quality assurances measures such as YLS/CMI 2.0 inter-rater studies, audits and Communities of Practice
 - Supporting the transition from paper based assessments to the use of an online platform.
 - Responding to YLS/CMI 2.0 queries from users, CBOR's, JLO's and all other stakeholders.
 - Ensuring that the Assessment and Case Planning Guidelines for YDP's are up-to-date and fit for purpose
- Managing the "A Life of Choices" programme including:
 - Delivering training to Youth Justice Workers
 - Developing additional material to support its implementation
- Supporting the development of an online learning platform for YDPs in conjunction with colleagues in DoJ and the BPDT
- Working collaboratively with An Garda Síochána and the YDP BPDT to strengthen relationships between YJW's, JLO's and YDP Advisory Committees
- Working as part of a multi-agency team with the BPDT and REPPP to support the implementation of the Youth Justice Strategy 2021 – 2027 and build the capacity of the YDP network
- Providing assistance and support to DoJ in relation to policy and procedures and any other activities as appropriate
- Supporting other YDP BPDT activities as required including implementation of Restorative Practices, Motivational Interviewing and support for the new initiatives arising out of the Youth Justice Strategy 2021 - 2027
- Attending YDP National Advisory Committee meetings and Oversight Management Group meetings, and preparing written reports as required
- Any such other relevant requirements as the board of Foróige and/or its Chief Executive Officer or nominee shall deem necessary for the effective implementation of Foróige's policy and programmes

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

- Education to National Degree standard **(E)**
- A minimum of 2 years' experience as Co-ordinator/Youth Justice Worker on a Youth Diversion Project. **(E)**
- Extensive experience of outcomes focused programme design. **(E)**
- Trained in the use of A Life of Choices, Foróige's resource for YDP's. **(E)**
- Experienced in the use of YLS/CMI Sv and 2.0 for assessing the risks and needs of young people. **(E)**
- Full clean driving license and access to a car for business purposes. **(E)**
- Qualified YLS/CMI Trainer or Master Trainer. **(D)**

- Experienced in designing, implementing and evaluating training and learning experiences for adults. **(D)**
- Experience of liaising with policy makers and academics. **(D)**
- Experienced in working as part of a multi-agency team. **(D)**
- Experience in writing literature reviews. **(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 working as part of a team
- Good written communications skills, including ability to draft summary information and correspondence.
- Ability to follow organisational guidelines and processes.
- Good 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.

Annual Leave: The Part Time Senior Youth Officer will be entitled to 29 days annual leave plus public holidays. The needs of the job must be considered when applying to take this leave.

Hours of work: The Senior Youth Officer will be expected to work a minimum of 35 hours per week. Please note this position will require flexibility in relation to working hours. It is expected that the Senior Youth Officer will work some late evenings (up to 11pm) and some weekend work.

Salary: Foróige Senior Youth Officer Salary Scale: €48,859; €50,639; €52,359; €54,075; €55,789; €57,503

Travel: This post will involve some domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate Foróige rates.

Base: The employment base for this post will be discussed with the successful candidate upon appointment.

Applications: Applications are open to **Internal and External candidates**. Applications should be made by way of the Foróige job application form and emailed to recruitment@foroige.ie