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Job Title:	Programme Officer, Big Brother Big Sister(BBBS) Dublin Centra
JOB REFERENCE:	FRGJOB_386
Base Location(s):	The Hay Youth Diversion Project, Summerhill, Dublin 1
Responsible To:	Line Manager
Works With:	BBBS Team, Regional Managers, Youth Justice Workers in YDP's Assistant CEO, Support Services Team, Relevant Internal and External Contacts
Hours:	35 hours per week minimum
Contract Type:	One Year Fixed Term
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 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

This post is responsible for the provision of youth mentoring services for young people involved in Youth Diversion Projects (YDPs) and JLO Services in communities across the country. This post will be part of Foróige's BBBS Programme and will take referrals from the network of Foróige managed YDPs or JLO Services across the county. This post is a funded post by the Department of Justice and Equality through the Irish Youth Justice Service, in conjunction with An Garda Síochána and will be managed by Foróige.

The Big Brother Big Sister (BBBS) Programme is an internationally proven youth mentoring programme that connects a vulnerable young person to an adult volunteer mentor to facilitate a positive transition from adolescence into adulthood. BBBS is the first proven youth work programme in Ireland.

The programme matches an adult volunteer to a young person of the same gender. Its core assumption is that a caring and supportive friendship will develop and reinforce the positive development of the young person. Typically the match meets once a week, for one to two hours, and the initial commitment is for one year. The underlying assumption is that the adult volunteer will become a role model, a mentor, but perhaps most of all, a friend.

Young people are referred to the programme based on a range of issues including: cultural or economic disadvantage; poor social skills; early signs of antisocial and criminal behaviour; underachievement at school; lack of adequate adult support; is insecure and distrusting of adults; is introverted, shy or withdrawn. In this initiative young people will be referred exclusively from Foróige managed YDPs or JLO services.

YDPs 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 BBBS Programme Officer 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.

POSITION SUMMARY

Key Responsibilities

The duties of the BBBS YDP Programme Officer in carrying out any functions, which may be involved in or arise out of the appointment, shall be as notified by the Organisation's National Council and/or its Chief Executive from time to time. These duties will include:

- i) Implementing and operating the Big Brother Big Sister Programme locally/regionally within the designated areas/cluster of YDP's
- ii) Recruiting suitable volunteers and young people; training volunteers; setting up and supervising matches and providing support to young people, volunteer adults and parents/guardians as appropriate
- iii) Promoting the programme as appropriate
- iv) Operating efficient office procedures in line with data protection act requirements e.g. filing, keeping records etc. and to input BBBS metrics into Foróige's data management system on a monthly basis
- v) Completing accurately and submitting on time, any standard clerical procedure of expenses, quarterly performance reports, annual plan etc.
- vi) Attending team meetings and preparing written reports as required for Management, Project Committee and Funders
- vii) Any such other duties as the National Council and/or the Chief Executive shall deem necessary for the effective implementation of the policy and programmes of Foróige and the Big Brother Big Sister Programme

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

- Education to National Diploma or Degree standard preferably in Youth / Justice / Health Promotion work (note: candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications) **(E)**
- Access to car and full Irish driving licence **(E)**
- Relevant paid or voluntary experience working with young people **(D)**
- Experience and understanding of mentoring and/or YDP work an advantage **(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

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 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.

References: The successful candidate will undergo 2 reference checks before commencing employment with Foróige.

Annual Leave: The BBBS Programme 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 BBBS Programme Officer 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 BBBS Programme Officer will work late evenings/ nights per week (up to 11pm) and some weekend work.

Salary: The salary for this position will be based on Point 1 on the salary scale; €34,587 pro rata per annum.

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 position will be The Hay Youth Diversion Project, Summerhill, Dublin 1.

Applications:

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