

### **Job Description**

<b>Job Title:</b>	Training Officer, Online Safety Programme, Training, Learning and Development Team
<b>Job Reference:</b>	FRGJOB_389
<b>Type of contract:</b>	Fixed Term
<b>Responsible to:</b>	Senior Youth Officer
<b>No of hours:</b>	35 hours per week minimum
<b>Location:</b>	Negotiable (Based in a Foróige Office Space)
<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 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 mentoring 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**

*While funding is until mid 2023, there is potential for this post to be extended. Additional funding cannot be guaranteed.*

One of the most exciting emerging areas of youth work is in the online space. Our vision for digital youth work is to engage young people in safe, creative, digital learning experiences to foster an Ireland of innovative and creative young people, who are constantly inventing new possibilities for themselves and their communities. However, we are conscious that, with the increased activity online during the COVID-19 crisis and with the potential further increase of young people's online engagement both socially and educationally in the future, this brings increasing challenges in relation to safeguarding and child protection.

With these challenges in mind the Online Safety Programme will explore and develop a curriculum and a range of training and programmatic support and resources in relation to online safeguarding and protection from harm for young people. These will be made available to all young people, staff and volunteers across the youth sector. The Programme works with relevant partners in the corporate, community and voluntary sector in the exploration and development of these training and programmatic resources and will be complementary to the range of information guidance, policies and resources already in place.

This successful candidate will be part of the Training, Learning and Development function of the organisation. Training, Learning and Development focuses on a systematic approach to training staff and volunteers, building a culture of learning and development that meets organisational needs and matches training given with implementation on the ground, followed up with an ongoing process of quality assurance.

### **Key Responsibilities**

The successful candidate 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.

The duties of the Training Officer shall be notified by the Director of Programmes & Research, Board of Foróige and/or its Chief Executive or nominee.

These duties will include but are not limited to:

- Design and development of a new cutting edge youth work curriculum on Safeguarding and Protection online
- Identification of training needs of staff, volunteers and young people, particularly in relation to Safeguarding and Protection online
- Designing, facilitating and evaluating a suite of online and face to face training and programme resources in relation to Safeguarding and Protection online
- Conduct review of current best practice in Online Safety and Safeguarding of young people and supports to staff and volunteers in the youth work sector
- Reviewing and revising the programme, resources and training of the Online Safety Programme in line with best practice
- Establish a recruitment process for Trained Trainers to implement the programme
- Development and implementation of a youth led online training initiative
- Provide support, guidance and expertise to new and emerging digital youth initiatives in relation to Safeguarding and Protection of young people online
- Promotion of the Online Safety Programme to relevant internal and external stakeholders as appropriate
- Implementing plans and proposals of the Online Safety Programme in consultation with the Senior Youth Officer
- Implementing quality assurance processes to ensure the desired outcomes of the

- programme are met
- Maintain and develop links with internal and external stakeholders in relation to the programme
  - Networking and co-operating with other agencies as appropriate in order to initiate and contribute to staff, volunteer and young people's needs
  - Ensure accurate data capture and record keeping in relation to the project
  - Liaising with and working alongside the Training, Learning and Development function, particularly in relation to facilitation of in-service training
  - Representing Foróige as appropriate in order to initiate and contribute to staff, volunteer and young people's needs
  - Writing plans and other reports as required
  - Any such other relevant duties as the Board of Foróige and/or the Chief Executive or the nominee of the Chief Executive shall deem necessary for the effective implementation of Foróige's policy and programmes and the Programmes of Training, Learning and Development

### **Professional Qualifications and Experience**

**E=Essential; D=Desirable**

- Education to National Degree standard (E)
- A minimum of 1 years relevant work experience (E)
- Access to car and full driving licence (E)
- Experience and understanding of Child Safeguarding & Protection Policies & Procedures and their implementation in youth work (E)
- Experience and understanding of Online and Digital Youth Work(E)
- Ability to work collaboratively and strategically with a range of stakeholders (D)
- Experience and understanding of the design and provision of staff and volunteer training (E)
- Ability to facilitate the learning process (E)
- Excellent team working skills (E)
- Experience and understanding of training, programme and curriculum design, particularly online (E)

### **Person Specification**

- Excellent interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships.
- Excellent communication and team working skills
- Excellent standards of accuracy and attention to detail.
- Ability to be proactive, use own initiative and work effectively within a pressurised environment.
- Good written communications skills, including ability to draft summary information and correspondence.
- Excellent computer skills, including word processing, Excel, Internet and PowerPoint.

## **Requirements of all Foróige staff**

- 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 Chief Executive Officer of Foróige or their nominee from time to time.

## **Additional Considerations for the Role**

- Medical:** The successful candidate will be required to undertake a pre-employment medical questionnaire.
- 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.
- Funding:** It must be understood that if the funding for the post is discontinued the post holder's contract may be terminated.
- Hours of work:** The position will require flexibility in relation to working hours. It is expected that there will be some evening and some weekend work.
- Salary:** The salary for this position will be as per the Support Services Officer scale €31,643; €33,083; €34,523; €35,964; €37,405; €38,849; €40,292; €42,445; €44,598
- 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 by email to [recruitment@foroige.ie](mailto:recruitment@foroige.ie). The job application form is available to download from the 'careers' section of our website [www.foroige.ie](http://www.foroige.ie).