



<b>Job Title:</b>	Youth Officer
<b>Location:</b>	Carrigaline and Lower Harbour Targeted Youth Service Project
<b>Type of contract:</b>	Fixed Term Contract
<b>No of hours:</b>	35 hours per week minimum
<b>Works With:</b>	Regional Manager, Assistant Manager, Relevant Internal and External Contacts
<b>Annual leave:</b>	29 days per annum (pro-rata)

### **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 500 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 Project is managed by Foróige and funded by the Cork Education and Training Board. Carrigaline UBU Project endeavours to support young people aged 10 – 24years of age in fulfilling their potential through voluntary participation in structured non-formal educational and recreational programmes and activities which are specifically tailored to their needs. It aims to equip young people with the knowledge, skills and attitudes necessary for their appropriate and full participation in society. It is community based and has a particular focus on young people identified as a priority by the CETB. Foróige meets these aims by achieving its fundamental purpose; “enabling young people to involve themselves consciously and actively in their own development and in the development of society”. The model operated by Foróige in these projects meets the aim above through a combination of methods. The project is located in Carrigaline.

### **Key Responsibilities**

The successful candidate 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 Officer shall be notified by the board of Foróige and/or its Chief Executive or nominee. These duties will include:

- Recruit and involve targeted young people in appropriate programmes to ensure they achieve their full potential in all areas of their life and increase community attachment.
- Design, develop and implement a variety of educational and recreational programmes based on the identified needs of the target groups.
- Deliver and evaluate all programmes to ensure outcome focused results.
- Networking with relevant agencies.
- Complete accurately and submit on time any standard clerical procedure e.g. reports, travel expenses, petty cash, requisitions, project files etc.
- Public Relations:
  - Undertake public relations activities to promote the image and purpose of the project.
  - Organise appropriate public events designed to give recognition to young people for learning or achievement and or to promote the project in the area
- 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 Carrigaline UBU project, Cork.

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

- Education to Degree standard preferably in youth work / addiction / health promotion (note: candidates with a Diploma and with exceptional, relevant work experience may also be considered in lieu of degree qualifications) **(E)**
- A minimum of 1-year relevant work experience with young people. **(E)**
- Ability to mentor/advise youth and families on options available **(E)**
- Ability to engage target group **(E)**
- Ability to engage young people creatively through the use of technology **(D)**

- Skills in empowering others and facilitating development **(E)**
- Access to car and full Irish driving licence **(E)** D1 Licence **(D)**
- An understanding of Youth Work and Community Work methodologies **(E)**
- Paid or voluntary experience working with young people **(D)**

**Person Specification – all essential requirements**

- An understanding of Youth Work and Community Work methodologies
- Ability to engage target group
- Good interpersonal skills, including ability to liaise with a wide range of contacts, build, and maintain effective working relationships.
- Skills in empowering others and facilitating development
- Empathetic attitude / approachable
- 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 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**

**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. It is expected that the Youth Officer will work late evenings/ nights per week (up to 11pm) and some weekend work.

**Salary:** The salary will be discussed with the successful candidate upon appointment.

**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 will be in Carrigaline.

**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).

Foróige is committed to a policy of Equality of Opportunity in its employment practices.