



etb
Bord na Gaeilge
Dublin and Dun Laoghaire
Education and Training Board



Job Description

Job Title: Youth Officer

Service: Blanchardstown UBU

Type of contract: Fixed term

No of hours: Min 35 hours per week

Location: Blanchardstown, Dublin 15

Annual leave: 29 days per year (prorated)

About Foróige

Foróige is an independent, nonprofit 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 370 staff and involves thousands of volunteers in the creation and delivery of high quality services to young people through the operation of over 537 Foróige Clubs and over 130 General Youth Services and Special Services. 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.

Service information

This post is funded by Department of Children, Equality, Disability, Integration and Youth UBU Your Place Your Space Scheme through the Dublin and Dun Laoghaire ETB, and is provided and managed by Foróige.

There is currently a vacancy for a Youth Officer, who will be employed and managed by Foróige to develop and implement the programme of the Blanchardstown UBU scheme. The Youth Officer will work as part of a team and will be involved in the recruitment of young people into programmes, activities and summer programmes. The Youth Officer will be involved in working with young people aged 10 - 24 years, who have been identified under five target groups, with a particular focus on early school leavers aged 12 to 15 years and young people not in education, employment or training. The Youth Officer will target and engage those young people through outreach, weekend and centre based work. They will work unsocial hours including late evenings and some Saturday work.

Key Responsibilities

The duties of the Youth Officers shall be notified by the Organisation's National Council and/or its Chief Executive or nominee. These duties will include:

- Working with the Dublin 15 community and with other professionals to identify the young people to be targeted for the Service.
- In conjunction with the team in the Service, being responsible for the design, organisation/co-ordination and implementation of educational and support programmes with the target group of young people, who are most at risk in the area, particularly early school leavers and young people not in education, training or employment.
- Enlisting the support of parents, family members and other volunteers and enabling them to engage effectively with the target group in youth development activities.
- Provision of other youth work interventions including design, facilitation and evaluation of summer programmes, school holiday programmes and occasional weekend work. ● Together with the other youth officers, provision of late night outreach work and some Saturday work
- Attending meetings and preparing written reports as required for the Management/Advisory Committee and funders.
- Recruitment and training of volunteers to work in partnership with the team.
- Reporting to the Foróige Manager.
- 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 of Foróige's policy and programmes and the Programmes of Mulhuddart Community Youth Service

Professional Qualifications and Experience

Education to National Diploma or Degree standard (note: candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications) (E)

Paid or voluntary, experience working with young people (D)

A minimum of 1 year relevant work experience (D)

Access to car and full Irish driving licence (E)

Person Specification

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

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

Medical: The successful candidate will be required to complete a medical questionnaire / preemployment medical examination.

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 the Youth Officer will work three late evenings/ nights per week (up to 10pm) Monday to Friday.

Salary: The salary for this position will be as per the Youth Officer Salary Scale €34,587; €36,027; €37,467; €38,908; €40,349; €41,793; €43,236; €45,389; €47,542.

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 for this role are available on foroige.ie under current vacancies. You can email your application to recruitment@foroige.ie.