

**JOB DESCRIPTION**

<b><u>Job Title:</u></b>	Youth Officer
<b><u>Project:</u></b>	Foróige, Neighbourhood Youth and Family Project
<b><u>Location:</u></b>	Carrick on Suir, Co Tipperary
<b><u>Contract Type:</u></b>	Fixed term (Career Break Cover)

**Hours:** 35 hours per week minimum

**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 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 Project is a partnership between Foróige, Túsła – Child and Family Agency and the local community. The project will be managed by Foróige and funded by Túsła. This project is based in Carrick on Suir.

**Key Responsibilities**

The successful candidate will be employed by Foróige and will be given a contract of employment covering a career break for one year. 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 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 Officer from time to time. These duties will include but are not limited to:

- Identifying and responding to needs of young people in line with the aims of the project, in particular referred young people from Túsła.
- Enabling young people to develop knowledge, skills and attitudes, particularly in the areas of personal effectiveness, social competence, character development, educational achievement and community involvement.

- Designing, organising, implementing, monitoring, evaluating and administrating of educational and support programmes with targeted groups of young people and individuals during unsocial hours, late evenings / nights and weekends. The types of programmes to be delivered:
- *Specific programmes of support on a needs led basis to young people and actively promote this aspect of the service with young people.*
- *Intensive: personal development focusing on particular issues for young people such as health and well-being,*
- *Individual: One to one support for young people One-to-one to the project with identified needs.*
- *Preventative: activity based groups to support young people in their local communities.*
- Actively recruit, train and support volunteers in the development of volunteer led groups and volunteer involvement in the project.
- Advocating on young people's behalf at local and regional levels.
- Enabling and empowering young people to fully participate in their own development, the development of the project and their community.
- Proactively promote the project and related activities in co-operation with the young people.
- Working with the local community and other professionals to identify the young people to be targeted for the project.
- Enlisting the support of parents, family members and other volunteers and enable them to engage effectively with the target group in youth development activities.
- Operating efficient office procedures and administration systems e.g. filing, keeping records, managing invoices, petty cash and to submit any standard clerical procedures, budgets and all other relevant reports on time.
- Keeping up to date with local developments in the youth and community sector, gathering relevant information and distributing it in structured channels.
- Liaising and networking with other youth and community organisations' in the area and developing effective working relationships. .
- Reporting to the Foróige Senior Youth Officer and Area manager, attending meetings and prepare written reports as required for the management team and funders.
- Any such other relevant duties as the Board of Foróige and/or the Chief Executive shall deem necessary for the effective implementation of the policy and programmes of Foróige and Carrick on Suir Youth and Family Project.

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

- Education to National Diploma or Degree standard preferably in Youth Work / Community Development / Applied Social Care etc. (note: candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications) **(E)**
- Access to car and full driving licence **(E)**
- Ability to engage target group **(E)**
- Paid or voluntary, experience working with young people **(D)**
- An understanding of Youth Work and Community Work methodologies **(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, good report writing skills in both Irish and English.
- 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**

<b>Funding:</b>	It must be understood that if the funding for the post is discontinued the post holder's contract may be terminated.
<b>Medical:</b>	The successful candidate will be required to complete a medical questionnaire / undergo a pre-employment medical.
<b>Garda vetting:</b>	As our work involves contact with young people, candidates under consideration for employment in Foróige will be subject to Garda vetting.
<b>References:</b>	The successful candidate will undergo 2 reference checks before commencing employment with Foróige.
<b>Annual Leave:</b>	The Youth Officer will be entitled to 29 days of annual leave pro rata plus public holidays. The needs of the job must be considered when applying to take this leave.
<b>Hours of work:</b>	The 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
<b>Salary:</b>	The starting salary for this position will be offered between €34,587; €36,027; €37,467; €38,908
<b>Travel:</b>	This post will involve some domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate Foróige rates.
<b>Base:</b>	The employment base for this post will be in Foróige Office, Kickham St, Carrick on Suir, Co Tipperary.
<b>Applications:</b>	Applications should be made by way of the <u>Foróige job application form</u> only. The job application form is available to download from the 'careers' section of our

website [www.foroige.ie](http://www.foroige.ie), you can email your application to [recruitment@foroige.ie](mailto:recruitment@foroige.ie).