



*This project was approved by  
Government with support from  
The Dormant Accounts Fund*

## JOB DESCRIPTION

**Job Title:** Programme Officer, Big Brother Big Sister (BBBS)

**Job Reference:**

**Location:** Foróige Office, Westside Community Resource Centre, Galway

**Hours:** 35 hours per week minimum

**Contract Type:** Initial 12 Month Contract

**Annual Leave:** 29 days per year (prorated)

### **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**

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 from a number of sources and agencies 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.

The BBBS Programme Officer 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.

### **Key Responsibilities**

The duties of the BBBS Programme 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 from time to time. These duties will include:

- i) Implementing and operating the Big Brother Big Sister Programme locally/regionally
- 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 and Funders
- vii) Any such other duties as the board of Foróige and/or the Chief Executive officer 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 Degree standard preferably in Youth / Justice / Health Promotion work (note: candidates with a Diploma and with exceptional, relevant work experience may also be considered in lieu of degree qualifications) **(E)**
- A minimum of one year relevant work experience **(E)**
- Access to car and full Irish driving licence **(E)**
- Ability to engage target group **(E)**
- Relevant paid or voluntary experience working with young people **(D)**
- Experience and understanding of mentoring **(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
- Ability to follow organisational guidelines and processes
- Good computer skills, including Word, Excel, Internet, PowerPoint and Social Media

**Requirements of Foróige staff:** all **essential** requirements

- Commitment to the purpose of Foróige and UBU Your Place Your Space and to work within the values, policies and procedures.
- 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 will may be required
- 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 may work late evenings per week and occasional weekend work.

**Salary:** The salary scale for this Youth Officer Position will be €34,587, €36,027, €37,467, €38,908, €40,349, €41,793, €43,236, €45,389, €47,542. Salary will start between Point 1 and Point 3 of the scale and will be decided upon appointment with the successful candidate based on qualifications and experience.

**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 post will be based in the Foróige Office, Westside Community Resource Centre, Seamus Quirke Road, Galway.

**Applications:** Applications should be made by way of the Foróige job application form only. The job application form is available to download from the 'careers' section of our website [www.foroige.ie](http://www.foroige.ie) or you can email your application to [recruitment@foroige.ie](mailto:recruitment@foroige.ie)