



An Roinn Leanaí, Comhionannais,  
Míchumais, Lánpháirtíochta agus Óige  
Department of Children, Equality,  
Disability, Integration and Youth



Rialtas na hÉireann  
Government of Ireland

## JOB DESCRIPTION

<b>Job Title:</b>	UBU Youth Officer
<b>Job Reference No:</b>	FRGJOB_423
<b>Project:</b>	The Gateway Youth Project
<b>Location:</b>	Athlone, Co. Westmeath
<b>Type of contracts:</b>	Initial 12 months contract
<b>Responsible to:</b>	Area Manager
<b>No of hours:</b>	35 per week minimum
<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 480 staff and involves thousands of volunteers in the creation and delivery of high quality services to young people through the operation of over 580 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 supported by a combination of statutory, philanthropic and corporate funding. Foróige is committed to a policy of Equality of Opportunity in its employment practices.

### Project information

The Gateway Youth Project, based in Athlone, provides community based, out of school support to young people enabling them to achieve their full potential by strengthening their personal and social development outcomes.

The project is funded by the Department of Children, Equality, Disability, Integration and Youth under the UBU Your Place Your Space funding scheme through Longford and

Westmeath Education and Training Board. There is currently one vacancy in the Gateway Youth Project.

The Youth Officer 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.

### **Key Responsibilities**

The duties of the Youth Officer shall be notified by the Board of Foróige and/or their nominee. The function is achieved through fulfilling the main duties outlined below:

- Identifying and responding to needs of vulnerable young people aged 10-18 years, and in instances their families, referred to the project through local service providers, schools, local youth services and local voluntary and statutory organisations.
- Developing innovative programmes and interventions to meet the needs and interests of the young people and as identified by LWETB as a priority.
- As a priority targeting young people at risk of early, inappropriate, sexual behaviour and language/attitude/culture for engagement in sexual health and decision-making programmes (REAL U).
- As a priority, directly supporting the LGBTI+ youth community to address particular issues and risk factors relating to mental health, isolation and providing a safe place to practise safe socialising.
- As a priority targeting and engaging young foreign nationals in need of support. Youth interventions targeting integration with local communities and specifically engaging young women from the Roma communities.
- Developing culturally appropriate responses to the needs of the young people identified by LWETB.
- Facilitating a range of interventions / services including (but not limited to):
  - Virtual Reality programmes and initiatives,
  - The “Youth Booth” Youth Café,
  - Intensive group and individual work programmes,
  - Bespoke need based programmes and interventions,
  - Special interest programmes,
- Liaising and networking with other youth and community organisations’ in the area and developing effective working relationships.
- Engaging young people in the co-design of the project and the programme.

- Coordinating of front-of-house support and provision of some front-of-house support to the Gateway Youth Project.
- Operating efficient office procedures, administration systems and completing reports.
- Planning your own work schedule and set work targets in consultation with the line manager, the Foróige Eastern Area Manager.

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

- Education to Degree standard preferably in Youth Work / Youth Justice / Drugs & Alcohol / Health Promotion Work (note: candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications) **(E)**
- A minimum of 1 year relevant full time work experience **(D)**
- Access to car and full driving licence **(E)**
- Paid or voluntary, experience working with young people **(D)**
- Experience in recruiting target group **(E)**
- Programme design experience **(E)**
- Experience in facilitating evidence based programmes **(D)**
- Experience in facilitating tech space and/or other similar technologies **(D)**

**Person Specification:** all essential requirements

- Ability to engage target groups
- Good interpersonal skills, including ability to liaise with a wide range of contacts, build and maintain effective working relationships.
- Ability to be proactive, use own initiative and work effectively within a pressurised environment.
- Positive and flexible approach to the work.
- Good written communications and written skills, including ability to draft summary information and correspondence.
- Excellent computer skills, including Word processing, Excel, social media and Prezi/PowerPoint.

**Requirements of 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 will be required with interventions late evening and on Thursday, Friday and regular Saturdays.

**Additional Considerations for the Role**

**Funding:** It must be understood that if the funding for these posts is discontinued the post holder's contract may be terminated.

**Medical:** The successful candidate will be required to complete a medical questionnaire / pre-employment 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(s) 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 position will require flexibility in relation to working hours. **There is a requirement to operate the service each evening and on late evenings, Thursday, Friday, and regular weekends.**

**Salary:** The salary will be based on the Foróige Youth Officer Scale (pro-rated). €34,396; €35,829; €37,261; €38,694; €40,118; €41,517; €42,916; €45,002; €47,088.

**Base:** The employment base will be the Gateway Youth Project, St. Mary's Hall, Northgate Street, Athlone, Co. Westmeath.

**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. The job application form is available to download from the 'careers' section of our website [www.foroige.ie](http://www.foroige.ie) or upon request by emailing [recruitment@foroige.ie](mailto:recruitment@foroige.ie)

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

***Note:** A panel may be formed from which future positions funded from a variety of sources may be filled.*