

JOB DESCRIPTION

JOB TITLE:	YOUTH OFFICER
PROJECT:	YOUTH EDUCATION TRAINING INITIATIVE (Y.E.T.I.)
LOCATION:	CAVAN TOWN
CONTRACT TYPE:	FIXED TERM
REPORTING TO:	FORÓIGE AREA MANAGER
HOURS:	MINIMUM 35 HOURS PER WEEK
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, 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.

ROLE INFORMATION

We currently have a vacancy for a Youth Officer role (maternity leave cover) with the Cavan Youth Education Training Initiative (Y.E.T.I.). This initiative's catchment area is Cavan urban electoral district (ED) and surrounding areas targeting vulnerable, disadvantaged young people (16-25 years old) who may not be in regular education, training or employment. This initiative aims to enable young people to re-engage with education and/or training and employment and develop life skills that foster good relations, build confidence and resilience, enhancing their employability prospects.

The services are funded by the International Fund for Ireland under the Personal Youth Development Programme (PYDP) and are partnerships between Foróige and the local community, statutory and voluntary organisations.

The International Fund for Ireland was established as an independent international organisation by the British and Irish Governments in 1986. With contributions from the United States of America, the European Union, Canada, Australia and New Zealand, the total resources committed to the Fund to date amount to £714m / €898m, funding over 5,800 projects across the island of Ireland. The Fund has recently launched its Peace Consolidation 2016-2020 Strategy which aims to help tackle some of the most significant remaining challenges to lasting peace. The Fund focuses its efforts in Northern Ireland and the southern border counties of Cavan, Donegal, Leitrim, Louth, Monaghan and Sligo.

The Personal Youth Development Programme aims to help young people build and develop life skills that foster good relations, build confidence and resilience and help participants to enhance their employability skills. The Personal Youth Development Programme will engage with those who may have: left education with no or low level qualifications or who left the education system early; concluded that education does not offer the skills and experiences they need; been or currently are involved in substance abuse; become affected by homelessness; come from a difficult family background; been in, or close to, the criminal justice system; suffered from poor health including mental health issues; mistrust of statutory institutions; not participated in civic society in a positive manner; and come from communities with a negative view of their future.

PYDP will allow multiple entry and leaving points tailored to the individual's needs and part of the journey will include a period away from the home area. The programme's success will be dependent on the relationship and trust those implementing the programme can build with individual young people.

The work programme will involve up to 15 young people at any one time. It is voluntary and is open to young people who may have disengaged from the formal education/training system. The initiative will provide additionality and a complementary service to existing local and regional employment and training services.

The young people will participate in a range of programmes that have an evidence base, be individualised and bespoke, intensive and meet their developmental and educational needs. The young people will also work on building positive relationships with their peers, youth officers and adult volunteers as well as engaging with community development initiatives from time to time.

KEY RESPONSIBILITIES

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:

- Engaging targeted young people currently involved in the initiative.
- Working in partnership with the local youth service providers, employment and training agencies to develop, co-ordinate and implement voluntary education and development programmes for young people who have disengaged from education and who may not be in training or employment.
- Designing and facilitating educational and training programmes with targeted young people.
- Creating employment pathways and developing an employment mentoring programme with prospective employers.
- Working with the target group of young people to initiate employment opportunities, the provision of literacy and numeracy tuition, facilitating Foróige's manualised programmes and engaging with young people in an informal setting.
- Developing and implementing the processes and practices to ensure the initiative is effective and outcomes focused.
- Actively engaging with parents and guardians of the young people to ensure their involvement in the initiative.
- Completing, accurately and submitting on time any standard clerical procedure e.g. reports, funding applications, weekly diaries and travel expenses, funding applications, part time teacher's forms, petty cash, requisitions, project files etc.
- Operating efficient office procedures e.g. project files, keeping records etc.
- Liaising with Foróige Area Manager and IFI Programme Manager.

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE (E) = Essential, (D) = Desirable

- Education to Degree standard preferably in youth work, training and education, or similar field (note: candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications) (E)
- Experience in working with employers and employment agencies (D)
- A minimum of 1 year relevant work experience (E)
- Access to car and full driving licence (E)
- Paid or voluntary, experience working with young people (D)
- Significant experience of designing, facilitating and evaluating education and training programmes (E)

PERSON SPECIFICATION (all **Essential requirements)**

- Ability to build and maintain effective relationships with young people.
- 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 their own initiative and work effectively.
- Positive and flexible approach to the work.

- Excellent written communications skills, including ability to draft summary information and correspondence.
- Excellent computer skills, including Word processing, Excel and PowerPoint/Prezi.

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 the 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 the line manager and participate in training opportunities appropriate to the role.
- To undertake other duties as may be requested by the Chief Executive Officer of Foróige or their nominee from time to time.

ADDITIONAL CONSIDERATIONS FOR THE ROLE

Funding: 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 poster holder fails to perform satisfactorily, employment may be terminated.

Medical: The successful candidate(s) 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.

Salary: The salary for this role will be based pro rata on the following salary scale: €34,587; €36,027; €37,467. Salary will be confirmed to the successful candidate upon appointment.

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. Groups and individual sessions will run primarily during the evening (on each working day). It is expected that the Youth Officer will work late evenings/nights per week (up to 10pm) and regular weekend work.

Base: The post will be based in Cavan town. The base is subject to change.

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.

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.

Applications: Applications should be made by way of the Foróige job application form only by email to recruitment@foroige.ie. The job application form is available to download from the 'careers' section of our website www.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.