



JOB DESCRIPTION

<u>JOB TITLE:</u>	Club Development Worker, Dublin 15
<u>PROJECT :</u>	UBU Blanchardstown
<u>CONTRACT TYPE:</u>	FIXED TERM CONTRACT
<u>RESPONSIBLE TO:</u>	Area Manager Dublin North
<u>HOURS:</u>	35 hours per week minimum
<u>ANNUAL LEAVE:</u>	29 Days per year (pro-rata)

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.

Project information

This post is funded by the 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 one Youth Officer, who will be employed and managed by Foróige to develop and implement the programme of the Blanchardstown UBU Service. The aim of the Club Development Officer is to develop volunteer led Foróige Clubs and Groups for young people in Blanchardstown.

There is currently a vacancy for a Club Development Officer covering Blanchardstown. The Club Development Officer will be employed by Foróige and will be given a fixed term contract of employment. It must be understood however, that if this position becomes redundant at any time during the period of the contract or if the funding for the post are discontinued or the post holder fails to perform satisfactorily, employment may be terminated.

Key Responsibilities

The duties of the Club Development 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 and/or the nominee of the Chief Executive from time to time. These duties will include but are not limited to:

- In conjunction with the Foróige Manager and other Youth Officers in the UBU Blanchardstown Service, being responsible for the design, organisation/coordination and implementation of educational and support programmes with young people
- **Developing** – Establishing volunteer led Foróige clubs and groups in partnership with local communities through the recruitment of volunteer leaders and members.
- **Organisation** – Assisting volunteers, to organise themselves effectively and efficiently to engage in youth development activities including establishing new Foróige clubs and other volunteer-led options and recruiting adult leaders.
- **Training** – Training of adult volunteers and young people to enable them to perform their tasks more effectively.
- **Programme Development** - Developing education programmes as aids to adult volunteers in their task of youth development and enabling adult volunteers to devise their own programme.
- **Consultancy** - Consulting with adult volunteers in relation to problem solving and other areas of concern and interest to them in youth development.
- **Promoting** – Promoting Foróige volunteer led options in local communities and organisations.
- **Implementing** - Best practice policies and procedures in relation to volunteer recruitment, retention and selection.
- **Interacting** - with other Foróige projects and services in the area as appropriate.
- **Facilitating** – facilitating direct work groups with targeted young people under the targets of the UBU.
- 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 and the policy and programmes of Foróige.

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

- Education to Degree standard preferably in Youth / Community Work (note: candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications) (E)
- A minimum of 1 year relevant work experience (D)
- Access to car and full driving licence (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
- 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 will 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

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 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.

Annual Leave: The Regional 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:** It is expected that the Club Development Officer will work a minimum of 35 hours per week. Please note this position will require flexibility in relation to working hours. It is expected that the Regional Youth Officer will work some late evenings (up to 11pm) and some weekend work.
- Salary:** Salary will be notified to the successful candidate upon appointment and will be based on the Foróige Youth Worker scale which is a nine point scale from €34,587 to €47,542.
- 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 employment base will be the Foróige Office, UBU Blanchardstown, Main Street, Blanchardstown, Co Dublin.
- 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.