



An Roinn Leanáí  
agus Gnóthaí Óige  
Department of Children  
and Youth Affairs



cetb  
Bord Oideachais agus  
Oiliúna Chorcaí  
Cork Education and  
Training Board



## JOB DESCRIPTION

<b>Job Title:</b>	Youth Officer, Youghal Youth Employability Initiative
<b>Contract Type:</b>	One year fixed term
<b>Responsible To:</b>	Area Manager
<b>Location:</b>	Youghal, Co. Cork
<b>Hours:</b>	35 hours per week minimum
<b>Annual Leave:</b>	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 500 staff and involves thousands of volunteers in the creation and delivery of high quality services to young people through the operation of over 500 Foróige Clubs and over 200 General Youth Services and Special Projects including the Big Brother Big Sister Programme (BBBS). 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

Youth Employability Initiative Youghal is managed by Foróige, funded by the Department of Children and Youth Affairs through the Dormant Accounts Fund and supported by Cork Education and Training Board (CETB), under the Youth Employability Initiative 2018-2019. The specific aim of this initiative is to target hard to reach young people between the ages of 16 and 24 (with a particular emphasis on the 16-18 cohort) who are not engaged in employment, education, or training (NEETs). Aiming to increase young people's employability by enhancing their personal and social competencies and increasing their preparedness for progression towards employment

## **Key Responsibilities**

The Youth Officer will be employed by Foróige for a fixed term contract. 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 arising out of the appointment, shall be as notified by the board of Foróige and/or its Chief Executive Officer from time to time. These duties will include:

- i) Engaging NEETs young people in Youghal and surrounding areas aged 16 to 24 in a dynamic programme of development and education to improve their likelihood of reengaging with education, training or employment.
- ii) Assessing the needs of each participant using bespoke and standardised assessments as appropriate, including identification of barriers to engagement.
- iii) Co-designing individual outcomes focused Learning and Development Plans tailored to the needs of the young person and responsive to the reasons identified for previous non-engagement.
- iv) Providing intensive one to one sessions using a mentoring and coaching approach.
- v) Facilitating small group programmes to build personal skills and competencies such as resilience, confidence and self-efficacy, emotional regulation, communication, problem solving and decision making skills and equip them with the tools to identify the next steps into education, training and employment.
- vi) Facilitating employability skills programmes that are needs led such as Driver Theory, CV preparation/Application form support, Interview techniques, responsible online presence, entrepreneurship and leadership.
- vii) Enabling participants to identify and access training courses and opportunities available to them.
- viii) Referring and supporting participants to engage with other agencies to address additional needs such as mental health, substance misuse, learning difficulties, cultural issues etc.
- ix) Providing training courses inaccessible to the NEETs young people in Youghal.
- x) Organising work taster sessions with local employers.
- xi) Reviewing progress and adjusting development plans based on experience and needs.
- xii) Providing supported exit pathways for progression onto training, education or employment.
- xiii) Evaluating participant outcomes in line with DCYA commitment to measurement and evaluation.
- xiv) Building and maintaining effective working relationships with key stakeholders in the community.
- xv) Compiling in conjunction with the manager reports, plans and any other relevant documentation, ensuring that deadlines are adhered to.
- xvi) Operating in compliance with Foróige policies, procedures and guidelines as instructed by Foróige management.
- xvii) Day to day administration and budget management as required.
- xviii) 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 and the Youth Skills Kilkenny Project.

## **PROFESSIONAL QUALIFICATIONS AND EXPERIENCE (E=essential; D=Desirable)**

- Education to National Degree standard. (**E**)
- Demonstrable knowledge and understanding of Foróige's philosophy and approach to youth work and engaging young people and families. (**E**)
- A minimum of 1 years' experience of working with young people experiencing adversity in their lives and planning interventions in order to achieve the best possible outcomes with the young person and their family. (**E**)
- Ability to work in an efficient manner and to lead and motivate others. (**E**)
- Car owner with full driving licence (**E**)
- Experience working with NEETs young people, particularly in delivering programmes to enhance their employability and improved their engagement with education and training (**D**)
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- A good knowledge and understanding of the national policy framework for children and young people, Better Outcomes Brighter Futures (2014-2020), the National Youth Strategy (2015-2020) and the 2014 Value for Money Policy Review (VFMPR). (D)

**PERSON SPECIFICATION** (All Essential requirements)

- Ability to build and maintain effective relationships with young people and their families
- Good interpersonal skills, including the 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 team working
- Good written communications skills, including the ability to draft summary information and correspondence, good report writing skills
- Good computer skills, including Word processing, MS Access, Excel, Internet and PowerPoint

**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 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.

<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. It is expected that the Area Manager will work some late evenings and some weekends.
<b>Salary:</b>	The salary for this position will be discussed with the successful candidate upon appointment.
<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 role will be in Nagle House Youghal Co. Cork
<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 <a href="http://www.foroige.ie">www.foroige.ie</a> or upon request by emailing <a href="mailto:recruitment@foroige.ie">recruitment@foroige.ie</a>
<b>Closing date:</b>	The deadline for returning completed application forms is <u>12 noon 23<sup>rd</sup> August 2019</u> . Applications received after the deadline will <u>not be accepted</u> .