



### **Job Description**

<b>Job Title:</b>	Senior Youth Officer (SYO) – Waterford
<b>Type of contract:</b>	Ongoing Contract;
<b>No of hours:</b>	Minimum 21 hours per week ( <b>Tuesday, Wednesdays, Thursdays</b> )
<b>Location:</b>	Waterford Foróige Projects – South Region
<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 500 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.

### **Role**

The successful candidate will manage the suite of Foróige services in county Waterford in the South region. Foróige employs 40 staff in the region to provide a range of educational and developmental services to young people in the area. This includes youth officers in Tusla funded projects, DECEDIY UBU projects and Youth Diversion Projects with a focus on areas and communities experiencing specific disadvantage. The duties of the SYO shall be as notified by the National Council and/or the Chief Executive from time to time. In particular, the SYO will participate under the direction and advice of the National Council and/or Chief Executive in

carrying out any functions which may be involved in or arise out of the appointment and will work closely with the South Area Manager.

**These duties will include:**

Management and leadership services to a number of project-based staff in the South area

- Facilitating the ongoing work of staff.
  - Planning and problem solving with staff.
  - Providing support and supervision both on a structured 1:1 basis and on day-to-day issues.
  - Compiling reports and plans including finances on a quarterly, six monthly and annual basis as required by the funder.
  - Assisting in the recruitment of staff if required.
  - Working with the Area Manager to plan, organise and deliver relevant supports for staff in relation to the implementation of policies and procedures; including administrative processes.
  - Organising and on occasion directly providing other trainings and learning interventions to staff. Being involved creatively in the identification of youth needs in the area.
- Initiating and contributing to local, regional and national initiatives, committees and structures in relation to responding more effectively to the needs of young people and communities in relation to their young people.
- Ensuring the ongoing implementation of the fundamental purpose and philosophy of Foróige.

**1 Promotion and Recruitment**

- Ensure the promotion, recruitment and retention of the target number of young people and local communities within each site network with, meet with and give presentations to statutory and other relevant agencies:
- Work with local partners.

## **Delivery of programmes**

### **Development of programmes**

With the team

- Plan appropriate programmes incorporating personal development, good relations, Citizenship, youth employability and positive progression.

- Ensure cross community elements of programme and participation of young people  
Identify and assess the needs of individual participants to ensure a menu of options -  
Appropriate training, support measures and work placement /volunteering  
Opportunities is tailored to meet their needs.

Monitor, Evaluate and engage with stakeholders

- Use a quality evaluation framework to recognise and measure the achievements and Outcomes for all participants.

## **Professional Qualifications and Experience**

### **The following are considered to be essential**

- Education to National Diploma or Degree standard
- Working knowledge of a Foróige project
- High level of proficiency in administrative systems
- Ability to mentor and guide colleagues
- Ability to work in an efficient manner
- Excellent organisational skills
- Access to car and full driving licence
- Excellent computer skills
- Working knowledge of funding structures is desirable

## **Person Specification**

### **The following are considered to be essential**

- 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 team working
- Excellent written communications skills, including ability to draft summary information and correspondence.

### **Requirements of all Foróige staff**

- 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 Area 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 your line manager and participate in training opportunities appropriate to the role.
- 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.

**Hours of work:** The position will require flexibility in relation to working hours. It is expected that the SYO will work late evenings/ nights per week (up to 11pm) and some weekend work.

**Salary:** The salary for this position will be discussed with the successful candidate upon appointment. This will be based off of the Foróige Senior Youth Officer Salary scale: €51,846, €53,775, €55,709, €57,640, €59,568, €61,495.

**Travel:** This post will involve domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate Foróige rates.

**Base:** The base for this role will determined upon appointment.

**Applications:** Applications should be made by way of the Foróige job application form only which is available [here](#).