



JOB DESCRIPTION

Job Title:	Club Development Worker; Tallaght Youth Service- UBU
Type of contract:	Ongoing Contract
No of hours:	35 hours per week minimum
Location:	Foróige Office, Main Road, Tallaght, Dublin 24.
Annual leave:	29 days per annum

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 quality programmes & services to young people through the operation of Foróige Clubs, General Youth Services and Special Projects. These community-based and community-supported initiatives are run throughout the country, 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 employs over 40 staff through targeted Youth Work projects and initiatives in Tallaght that provide a range of educational and developmental services to young people.

Role

The aim of the Club Development Worker is to develop and support community based and volunteer led Foróige Clubs for young people in Tallaght & surrounding areas. The role involves engaging with local communities, identifying and recruiting suitable adult volunteer leaders, training and supporting them to operate clubs in partnership with young people, providing training to young people and implementing and developing a range of non-formal education programmes.

The successful candidate will work as part of the Foróige team in Tallaght, Dublin 24 reporting to the Senior Youth Officer and Area Manager and will have responsibility for:

- Developing, promoting and supporting volunteer led youth clubs and groups across Tallaght
- Recruiting, training and supporting volunteer youth group leaders in their roles
- Coordinating and delivering some community-based youth work initiatives to young people

This is a unique role that has huge opportunities for skills development, provides a wide range of work experiences and has the opportunity for flexibility and creativity. The role

includes full training in all aspects, supports for the successful candidate(s) and is suited to graduates and/or those with experience in youth or community development.

Tallaght Youth Service UBU is provided by Foróige in partnership with Dublin and Dun Laoghaire Education and Training Board (DDLETB). It is funded by the Department of Children Equality Disability, Integration and Youth through the UBU- Your Place, Your Space targeted youth funding scheme.

Key Responsibilities

The successful candidate will be employed by Foróige and will be given a contract of employment on an ongoing basis. 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 Club Development Worker will include but are not limited to:

- Identifying and recruiting adult volunteers who will support the development youth clubs within local communities.
- Supporting the establishment of new youth clubs and initiatives where the need has been identified.
- Provision of training, programme development, and support to volunteers in youth clubs and groups in Tallaght, enabling them to be effective in their roles with young people.
- Promotion of youth clubs to young people and maintaining a profile for youth work and Foróige within the community
- Working directly with young people on programmes and initiatives that address identified needs and support the development of new clubs.
- Working with the community, colleagues and other organisations to identify and recruit young people for involvement in youth groups in line with funder requirements.
- Networking and Co-operating with agencies/organisations and community groups in the area in order to initiate and contribute to responses to youth needs.
- Reporting to the Senior Youth Officer & Foróige Area Manager.
- Preparing written reports as required for management and funders.

Professional Qualifications and Experience

(E) = Essential, (D) = Desirable

- Education to National Degree standard preferably in Youth/ Social / Community Work (candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications) **(E)**
- Paid or voluntary, experience working with Young People or in Community Development **(D)**
- Experience of Youth Work, Community or Volunteer Development and an understanding of volunteer recruitment, development and retention **(D)**
- Highly organised, systematic and flexible in approach with exceptional administrative skills **(E)**
- Access to a car and full driving licence **(E)**
- Training delivery & facilitation experience **(D)**

Person Specification (all Essential requirements)

- 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
- Good written communications skills, including ability to draft summary information and correspondence.
- Good computer skills, including Word, 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 evenings and occasionally at weekends 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 Chief Executive Officer of Foróige or their nominee from time to time.

Benefits

Salary: This will be based off of the Foróige Youth Officer Salary scale: €36,701, €38,229, €39,757, €41,287, €42,815, €44,348, €45,880, €48,164, €50,448. Starting point for this role will be point 1 based on experience and qualifications.

Annual Leave: 29 days annual leave plus Good Friday

Pension: Contributory pension benefits.

Training & Development: Structured on-boarding including a 9-day Foróige Induction Programme. Ongoing training and development opportunities.

Organisation Culture: Support & Supervision policy and practises that support your professional development.

Flexible Work: Flexible work practices that support work life balance.

EAP: 24/7 Employee Assistance

Career Break: Up to 2 years Career Break after 3 years' service.

Unpaid Leave: Up to 6 months Unpaid Leave Break after 1 year service

Maternity & Paternity Benefit: Top up Maternity and Paternity Benefit pay.

Other Information

- Garda vetting:** 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.
- Medical:** The successful candidate will be required to complete a medical questionnaire / pre-employment medical examination.
- Hours of work:** You will be expected to work a minimum of 35 hours per week. The position will require flexibility in relation to working hours. It is expected that you will work some late evenings/ nights per week and some weekend work.
- Travel:** This post will involve domestic travel within Ireland for meetings and training. Travel and expenses will be paid in accordance with appropriate Foróige rates.
- Funding:** It must be understood that if the funding for the post is discontinued the post holder's contract may be terminated.
- Base:** The employment base will be Tallaght Youth Service, Main Road, Tallaght, Dublin 24.
- Applications:** Applications should be made by completing the online application form which is available [here](#).

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