



An Roinn Leanaí, Comhionannais,
Míchumais, Lánpháirtíochta agus Óige
Department of Children, Equality,
Disability, Integration and Youth



etb
Bord Oideachais agus Ghlúna
Chill Chainnigh agus Cheathrúach
Kilkenny and Carlow
Education and Training Board



JOB DESCRIPTION

<u>JOB TITLE:</u>	Youth Officer (Part Time)
<u>PROJECT:</u>	Youth Skills Kilkenny
<u>JOB REFERENCE:</u>	FRGJOB_1016
<u>CONTRACT TYPE:</u>	Ongoing, Subject to Funding
<u>RESPONSIBLE TO:</u>	Area Manager
<u>HOURS:</u>	24.5 hours
<u>ANNUAL LEAVE:</u>	29 days (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, the Big Brother Big Sister Programme and over 160 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

Youth Skills Kilkenny is managed by Foróige and funded by the Department of Children, Equality Disability Integration and Youth (DCEDIY) through the Targeted Youth Employability Support Initiative (TYSEI), supported by Kilkenny and Carlow Education and Training Board (KCETB). The specific aim of this Initiative is to target young people between 15 and 24 years of age who are not currently in employment, education or training (NEETs), in order for them to attain a level of confidence and agency and build skills to improve their likelihood of reengaging with education, training or employment. Youth Skills has been in existence in partnership with KCETB through various funding schemes since 2019.

KEY RESPONSIBILITIES

The successful candidate will be given a contract of employment for a fixed term. 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 arise out of the appointment, shall be as notified by the Area Manager, the board of Foróige and/or its Chief Executive. These duties will include, but are not limited to:

- Engaging NEETs young people in Kilkenny city and county aged 15 to 24 in a dynamic programme of development and education to improve their likelihood of reengaging with education, training or employment.
- Assessing the needs of each participant using bespoke and standardised assessments as appropriate, including identification of barriers to engagement.
- 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.
- Providing intensive one to one sessions using a mentoring and coaching approach.
- 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.
- 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.
- Enabling participants to identify and access training courses and opportunities available to them.
- Referring and supporting participants to engage with other agencies to address additional needs such as mental health, substance misuse, learning difficulties, cultural issues etc.
- Providing training courses inaccessible to the NEETs young people in Kilkenny.
- Organising work taster sessions with local employers.
- Reviewing progress and adjusting development plans based on experience and needs.
- Providing supported exit pathways for progression onto training, education or employment.
- Evaluating participant outcomes using standardised measurement tools.
- Building and maintaining effective working relationships with key stakeholders in the community.
- Compiling in conjunction with the manager reports, plans and any other relevant documentation, ensuring that deadlines are adhered to.
- Operating in compliance with Foróige policies, procedures and guidelines as instructed by Foróige management.
- Day to day administration and budget management as required.
- Any other duties that may be assigned from time to time.

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE (all Essential requirements)

- Education to National Degree standard (Level 7 minimum).
- Demonstrable knowledge and understanding of Foróige's philosophy and approach to youth work and engaging young people and families.
- 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.
- Experience working with NEETs young people, particularly in delivering programmes to enhance their employability and improved their engagement with education and training.
- A good knowledge and understanding of the national policy framework for children and young people.
- Ability to work in an efficient manner and to lead and motivate others.
- Car owner with full driving licence.

PERSON SPECIFICATION (all Essential requirements)

- Ability to build and maintain effective working relationships.
- Highly motivated and able to work on own initiative.
- Good interpersonal skills, including ability to liaise with a wide range of contacts.
- Excellent organisational skills and high 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.
- Good written communications skills, including ability to draft summary information and correspondence.
- 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 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 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 may 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.

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.

Hours of work: The Youth Officer will be expected to work 24.5 hours per week including evenings and weekends.
Please note these positions will require flexibility in relation to working hours.

Salary: The salary for this position will be based off of the Foróige Youth Officer 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 between Point 1 and Point 2.

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 post is in Kilkenny.

Applications: Applications are open to internal and external candidates. Applications should be made by way of the Foróige job application form only which is available [here](#).

Interviews: There will be 2 stages of interviews.
Internal candidates may be required to attend first round stage interview

Note: A panel may be formed from which future positions funded from a variety of sources may be filled.