

Job Description

Job Title:	Project Worker
Location:	Co. Donegal Youth Drug & Alcohol Education and Prevention Project
Type of contract:	Fixed – Purpose (Secondment Cover)
Responsible to:	Project Leader/Area Manager
No of hours:	35 Hours Per Week.

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 341 staff and involves thousands of volunteers in the creation and delivery of high-quality services to young people through the operation of over 537 Foróige Clubs and over 130 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.

Project information

The Co. Donegal Youth Alcohol & Drug Education & Prevention Project is funded by the North West Regional Drugs Task Force (NWRDTF), supported by Co. Donegal ETB and managed by Foróige. The Task Force identified in their Strategic Plan the need for a Youth Alcohol and Drug service in Co. Donegal. It is the policy of the National Council of Foróige that, working within the context of the philosophy and purpose of the organisation, staff and leaders will seek to prevent drug misuse and reduce drug related harm among all young people involved in Foróige's work. The aim of the Project is to promote healthier lifestyle choices amongst young people, in particular those using or at risk of using drugs/alcohol, by equipping them with the knowledge, skills and attitudes to enable them make positive informed decisions around their own behaviour and health, this is done in an outreach capacity.

The Project Worker will be employed by Foróige and 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.

Key Responsibilities

The duties of the Project Worker shall be notified by the Organisation's National Council and/or its Chief Executive and/or the Foróige Area Manager. The function is to be achieved through fulfilling the main duties outlined below:

- Design, implement and evaluate drug and alcohol prevention & education programmes as well as harm reduction education programmes with young people in a group setting or through individual work.
- Recruit young people in communities to participate in drug education programmes including the relevant target groups, in line with best practice.
- Develop and support a community wide approach to drug education in Donegal and ensure (i) the involvement of young people aged 10-17 years in the design and implementation of drugs education programmes and (ii) ensure involvement of parents/guardians.
- Designing, implementing and evaluating drug education programmes, in line with best practice, as appropriate for identified groups & individuals. Ensure that the programmes delivered are inter-linked, integrated and in accordance with best practice.
- Raise awareness and work in partnership developing networks and liaising with relevant organisations/agencies and individuals to ensure the delivery and development of drug education in line with best practice, using relevant materials and resources.
- Profiling in conjunction with current service providers gaps in service provision and reporting these to Foróige and the NWRDTF.
- Completing reports and other administrative tasks and recording procedures as required.
- Following policies and procedures prescribed by Foróige in relation to child protection, drug and alcohol education and other matters.
- Any such other relevant duties as the National Council and/or the Chief Executive 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

- Education to National Diploma or Degree standard preferably in Youth Work / Youth Justice / Drugs & Alcohol / Health Promotion Work / Social Care (note: candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications)
- A minimum of 1-year relevant work experience is desirable
- Access to car and full driving licence is essential
- Paid or voluntary experience working with young people is desirable
- Demonstrable knowledge and understanding of Foróige's philosophy and approach to youth work and engaging young people.

Person Specification

- Ability to engage target group including hard to reach and at-risk 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.
- Ability to network and work alongside other organisations.
- Positive and flexible approach to the work.
- Good written communications skills, including ability to draft summary information and correspondence.
- Good I.T skills, including Word processing, Excel, Internet and PowerPoint.

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 your line manager.
- Flexibility in relation to hours of work to meet the needs of the work which will include evenings and occasional weekend work.
- 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

Medical: The successful candidate will be required to complete a medical questionnaire / pre-employment medical examination.

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.

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 Project Worker 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 per week and some weekend work.

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.

Base: The employment base will be the Co. Donegal Youth Alcohol & Drug Education & Prevention Project, Level 2, Cedar House, Ballybofey, Co. Donegal.

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

Annual Leave: 29 days annual leave plus Good Friday per annum

Training & Development: Structured onboarding together with a 9-day Foróige Induction Programme. Ongoing CPD.

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

EAP: 24/7 Employee Assistance Programme.

Applications: Applications for this role should be made by completing the Foroige online application [form](#).