



JOB DESCRIPTION

Job Title: Youth Officer- Targeted Youth Employability Support Initiative

Job Reference No: FRGJOB_895

Project: Ballyhaunis UBU and Tubbercurry UBU

Contract Type: Fixed Term

Responsible To: Area Manager

Hours: 21 hours per week minimum

Annual Leave: 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, the Big Brother Big Sister Programme 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.

Foróige 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

Ballyhaunis and Tubbercurry Service UBU is provided by Foróige in partnership with Mayo Sligo Leitrim Education and Training Board (MSLETB). It is funded by the Department of Children, Equality, Disability, Integration & Youth through the UBU- Your Place, Your Space targeted youth funding scheme.

The UBU Service aims to include targeted/ at risk young people aged 10-24 in supportive and developmental youth work programmes and initiatives. This work includes the delivery of

tailored group and individual interventions, programme design & delivery including school holiday programmes. Interventions are delivered with a specific focus on those areas and communities experiencing specific disadvantage.

The Targeted Youth Employability Support Initiative aims to engage and support harder to reach young people aged 15 to 24 years not currently in employment, education, or training. The focus of the initiative is on the development of soft skills in relation to employability to assist young people to attain a level of confidence and agency to engage in available employment, programmes or services.

This is a fixed term contract. The successful candidate will work as part of the Foróige team in Mayo/Sligo reporting to the Area Manager and will have responsibility for:

- Development of a framework for the delivery of employability, skills development and training supports for young people aged 16-24 in the Areas targeted areas of Mayo – Ballyhaunis, Charlestown, Claremorris, Knock and Ballinrobe, Sligo - Tubbercurry and Ballymote.
- Coordinating implementation of the Targeted Youth Employability Support Initiative, ensuring integration with other employment and training support programmes
- Developing and supporting the roll out of Youth Participation initiatives across the targeted areas.

Key Responsibilities

The successful candidate will be employed by Foróige and will be given a contract of employment on a fixed term 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 Youth Officer will include but are not limited to:

- Coordinating and supporting the delivery of Employability and Participation programmes across the targeted areas.
- Identification of needs, recruitment of young people and planning the design and implementation of participation and employment programmes.
- Coordination of the Targeted Youth Employability Support Initiative including mentoring, supporting the development of soft skills, supporting work and training placements and facilitating access to existing training, education and employability supports.
- Promoting, establishing and supporting young people to engage in all areas of employability, further education and training
- Maintain and strengthen partnerships with community providers of employability and training services including engaging third level institutes in opportunities for collaboration
- Work closely with employers and businesses in managing work placements and internships made available for young people in the programmes

- Creating career hubs to connect young people to training, employers and colleges & engaging young people in national and international opportunities as appropriate (e.g., Erasmus, NFTE, Leadership opportunities)
- Coordinating and supporting the delivery of innovative youth participation groups and initiatives to ensure that young people are supported to have their voices heard at all levels within the organisation.
- Work in an open and collaborative manner with the ETB
- Deliver the service/programme in line with the approved application process.
- Use the Department nominated measurement tool(s) over the course of the TYESI
- Agree changes to delivery, service, programme and/or expenditure with the ETB should the need arise
- Provide financial, operating and progress reports with supporting documentation to the ETB as required, and DCEDIY if requested.
- Completing accurately and submitting on time any plans, reports and other administrative duties as requested by Foróige or programme funders
- Promoting and maintaining a profile for youth work and Foróige projects in the community.
- Networking and Co-operating with other agencies/organisations and community groups in the area in order to initiate and contribute to responses to meet youth needs.
- Any other relevant duties requested by the board of Foróige and/or the Chief Executive or their nominee for the effective implementation of Foróige's policies and programmes.

Professional Qualifications and Experience (E) = Essential, (D) = Desirable

- Education to National Degree standard (E)
- A minimum of 3 years relevant work experience (E)
- Highly organised, systematic and flexible in approach. (E)
- Ability to work on own initiative & exceptional administrative skills (E)
- Ability to manage a wide range of activities, prioritise own workload and meet deadlines (E)
- Access to car and full driving licence (E)
- Significant experience and understanding of Employability & Participation initiatives (E)
- Excellent team working skills (E)
- Report writing experience (E)

Person Specification (all Essential requirements)

- Ability to build and maintain effective relationships with young people- up to age 24
- 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 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 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.
- Hours of work:** The Youth Officer will be expected to work a minimum of 21 hours per week. Please note this position will require flexibility in relation to working hours. It is expected that the Youth Officer will work some late evenings (up to 11pm) and some weekend work.

Salary: The salary for this position will be discussed with the successful candidate upon appointment. It 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.

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

Base: The employment base for this post to be agreed with the successful candidate.

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

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