



JOB DESCRIPTION

Job Title:	Club Development Officer; Tallaght 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 is an equal opportunity employer and is committed to a policy of Equality of Opportunity in its employment practices.

Role

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
- Training and supporting volunteer youth group leaders in their roles
- Coordinating and delivering some community based youth work initiatives to young people

Tallaght 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.

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. These services include, identification and recruitment of targeted/ at risk young people, establishment of group and individual interventions, programme development and implementation, recruitment of adult volunteers, youth leadership training, advice and information and school holiday programmes. Interventions are delivered with a focus on areas and communities experiencing disadvantage.

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 Officer will include but are not limited to:

- 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.
- Supporting the establishment of new youth clubs and initiatives where the need has been identified.
- Identifying and recruiting adult volunteers who will support the development youth clubs within local communities.
- 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 (note: candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications) **(E)**
- 1 years' experience supporting adult volunteers or working with young people **(E)**
- An excellent understanding of the volunteer experience, the needs of volunteers and youth work **(E)**
- Highly organised, systematic and flexible in approach with exceptional administrative skills **(E)**
- Access to a car and full driving licence **(E)**
- D1 Licence **(D)**
- 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 unsocial hours 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.

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 / 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.

Hours of work: The successful candidate will be required to work a minimum of 35 hours each week. This position will require flexibility in relation to working hours. It is expected that the Club Development Officer will work a number of late evenings/ nights per week (up to 10pm) and some additional work at weekends. Time off in lieu of weekends worked will be allowed. Overtime will not be paid.

Annual Leave: The Youth Officer will be entitled to 29 days annual leave (pro rata) per year plus public holidays.

Salary: The salary for this position will be based on the Foróige Youth Officer salary scale:

€36,701, €38,229, €39,757, €41,287, €42,815, €44,348, €45,880, €48,164, €50,448

Base: The employment base will be Tallaght Youth Service, Main Road, Tallaght, Dublin 24.

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

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

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