



## JOB DESCRIPTION

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| <b>Job Title:</b>        | Youth Officer                                 |
| <b>Project:</b>          | Drug Prevention & Education Initiative (DPEI) |
| <b>Type of contract:</b> | Full Time, Ongoing                            |
| <b>No of hours:</b>      | 35 hours per week minimum                     |
| <b>Location:</b>         | Newbridge, Co. Kildare                        |
| <b>Annual leave:</b>     | 29 days per annum (pro-rata)                  |

### **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 550 staff and involves thousands of volunteers in the creation and delivery of high quality services to young people through the operation of over 350 Foróige Clubs and over 170 General Youth Services and Projects. These community-based and supported initiatives are run across Ireland, in rural and urban environments, in partnership with various voluntary and statutory agencies. The organisation is a registered charity and is supported by 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.

### **Project information**

The aim of the Drug Prevention and Education Initiative (DPEI) is to ensure that community-wide support exists for a risk and protection, data-driven, research-based, outcome-focused prevention approach to

substance misuse in young people in the South Western Substance Use Regional Forum (SURF) region. In addition it aims to raise the capacity of and improve cohesion between statutory, community and voluntary services in relation to the substance use prevention and education for young people.

These aims are achieved through The Communities That Care approach to substance misuse, including the development of training initiatives for staff, volunteers and community leaders in a range of statutory, voluntary and community organisations throughout the region, as well as developmental and educational programmes for young people, a youth participation structure and engagement with other key stakeholders in the area. This initiative is managed by Foróige and funded through SURF via KWETB.

### **Key Responsibilities**

The DPEI Youth Officer will be assigned to the SURF Area which includes Kildare, West Wicklow and South and West Dublin. The successful candidate will be based in the SURF Area. The Project Office base is currently Newbridge, Co. Kildare. The Drug Prevention and Education Initiative (DPEI) Youth Officer will be employed by Foróige. The Youth Officer will be given an ongoing contract of employment, subject to funding. It must be understood however, that if the position become redundant at any time during the period of the contract or if the funding for the post is discontinued or the post holder fails to perform satisfactorily, employment may be terminated. The Youth Officer will be line managed by the Senior Youth Officer for DPEI.

The duties of the DPEI Youth Officer shall be as notified by the National Executive/the Chief Executive of Foróige and/or their nominee which will normally be the Area Manager. In particular, the DPEI Youth Officer will participate, under the direction and advice of the Board of Foróige and/or Chief Executive and/or the Area Manager in carrying out any functions which may be involved in or arise out of the appointment. These duties which are primarily educational will include:

- Develop, support and facilitate a youth participation structure as part of the Communities That Care and Community approach.
- Recruit, support and Facilitate community action programmes for young people including the Foróige Leadership for Life programme.
- Facilitate secondary prevention programmes with targeted young people engaged in substance misuse.
- Provide training and capacity building to professionals and volunteers working with young people at risk of substance misuse.
- Policy development support for statutory and voluntary organisations engaging with young people.
- Operating in full compliance with Foróige policies, procedures and guidelines.
- Administration, budgeting, resource management and managing relations with stakeholders, funders, other organisations and agencies.
- Initiating and contributing to local, regional and national initiatives, committees and structures in relation to responding more effectively to the needs of young people.
- Ensuring the implementation of the fundamental purpose and philosophy of Foróige.
- Any other duties that may be assigned from time to time.

### **Professional Qualifications and Experience** (E=essential; D=Desirable)

- Education to Degree standard (Level 7), preferably in youth / addiction / health promotion/ research or significant relevant experience in the area. (E)
- A minimum 1 year paid or voluntary, experience working with young people affected by drugs, alcohol or related problems (D)
- Access to car and full driving licence (E)
- Ability to support and signpost young people and families on options available (E)
- Ability to engage target group (E)
- Skills in empowering others and facilitating development (E)
- Experience delivering evidence based programmes (D)
- Experience working with parents and delivering parenting programmes (D)

### **Person Specification** (E=essential; D=Desirable)

Empathetic attitude / approachable (E)

- High level of motivation / ability to work on own initiative (E)
- Ability to build and maintain relationships with relevant local agencies (E)
- Work as part of a team / group and in outreach context (E)
- Good communication skills including oral and written (E)
- Ability to relate to young people and parents (E)
- Good organisational skills (E)
- Ability to evaluate the effectiveness of the programme (E)
- An understanding of Youth Work and Community Work methodologies (E)
- An understanding of the nature of addiction (E)
- Working knowledge of the National Drugs Strategy (E)

### **Requirements of All Foróige Staff**

- Commitment to the purpose of Foróige and to work within the values, policies and procedures of the organisation.
- Flexibility in relation to hours of work to meet the needs of the work. Work during unsocial hours will be required. This to include three late evenings per week (up to 11pm including Friday night) and regular weekend work.
- To participate in regular supervision and training as appropriate.
- 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 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 hours are 35 hours per week minimum. The position will require flexibility in relation to working hours. It is expected that late evenings and some weekend work will form part of the role.

**Annual Leave:** The DPEI Youth Officer will be entitled to 29 days annual leave (pro rata) per year plus public holidays. The needs of the job must be taken into consideration when applying to take this leave.

**Salary:** The salary for this position will be as per the Foróige Youth Officer salary scale and the starting point will be between point 1 and point 3:  
€36,701, €38,229, €39,757, €41,287, €42,815, €44,348, €45,880, €48,164, €50,448

**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 should be made by completing the [online application form](#).

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