

## JOB DESCRIPTION

<b><u>JOB TITLE:</u></b>	<b>SENIOR YOUTH OFFICER</b>
<b><u>PROJECT:</u></b>	<b>PROJECT TWENTY ONE</b>
<b><u>CONTRACT TYPE:</u></b>	<b>1 YEAR FIXED PURPOSE, SECONDMENT COVER</b>
<b><u>RESPONSIBLE TO:</u></b>	<b>AREA MANAGER</b>
<b><u>HOURS:</u></b>	<b>35 HOURS MINIMUM</b>
<b><u>ANNUAL LEAVE:</u></b>	<b>29 DAYS PER YEAR (PRO-RATED)</b>

### **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 600 Foróige Clubs, the Big Brother Big Sister Programme and over 170 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**

The successful candidate will be employed by Foróige as Senior Youth Officer responsible for Project Twenty One. Project is provided by Foróige, in partnership with basis.point. Project Twenty One is an innovative 21st century employability initiative for young people in Kilkenny and neighbouring counties. This role arises from a secondment of the current Senior Youth Officer.

The initiative gives young people facing disadvantage in their lives, the opportunity to develop a suite of hard and soft skills that will make them more employable in the future. The participants will get the opportunity to explore their potential as leaders, entrepreneurs and digital creators by engaging in the Foróige NFTE Programme and/or the Foróige TechSpace Programme, with all participants engaging in the Foróige Leadership for Life Programme. The layering approach that is applied in this model will intensify the impact for the young participants, enabling them to develop a suite of key transferable skills that will give them a

competitive edge in education, work and life. Project Twenty One partners with community organisations and educational settings to build the skills of creativity, critical thinking, collaboration, communication and information literacy in young people. The project has ambitious targets and has reached over 800 young people in the first 3 years of its implementation.

### **KEY RESPONSIBILITIES**

The successful candidate will be given a contract of employment for a fixed term of 1 year. 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 Senior 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:

- Leadership and delivery of Project Twenty One in conjunction with the Foróige Area Manager.
- Designing, overseeing and implementing a framework integrating the Foróige Leadership For Life, NFTE and Foróige digital programmes with the aim of improving employability and entrepreneurship.
- Recruitment of expert Facilitators, Part-time Teachers and volunteers to support the delivery of the programme.
- Developing, building and maintaining relationships with third level institutions and corporates working in the areas of digital skills, technology and entrepreneurship.
- Working in partnership with schools, YouthReach, Family Resource Centres, youth organisations and community partners to recruit and retain project participants in identified locations across the county.
- Support and supervision of Part-time Teachers, Facilitators, Youth Officers and volunteers to facilitate their work.
- Supporting staff in the development and implementation of work plans.
- Compiling, with the assistance of the Area Manager, reports and plans as required by the funder.
- Supporting staff to ensure that they are fully compliant with Foróige policies, procedures and guidelines as instructed by Foróige management and ensuring that deadlines are adhered to.
- Administration, budgeting, resource management and managing relations with funders, and other relevant 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 (all Essential requirements)**

- Education to National Degree standard, ideally in Youth Work, Social Science, Education or similar.
- Demonstrable knowledge and understanding of Foróige's philosophy and approach to youth work and engaging young people and families.
- A minimum of 5 years' experience of working with young people.
- Experience in delivering Foróiges Leadership For Life, NFTE and TechSpace programmes.
- Experience in establishing, leading and coordinating new and innovative responses to youth needs.

- 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
- 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 Senior Youth Officer will be expected to work a minimum of 35 hours per week, including evenings and weekends.  
Please note this position will require flexibility in relation to working hours.
- Salary:** The salary for this position will be as per the Foróige Senior Youth Officer salary scale and the starting point will be between point 1 and point 3 based on experience:  
€51,846, €53,775, €55,709, €57,640, €59,568, €61,495
- 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 The Drum Youth Centre, Co. Kilkenny
- Applications:** Applications should be made by completing the [online application form](#).