



### JOB DESCRIPTION

<b>JOB TITLE:</b>	Part – Time Comhairle na nÓg Co-Ordinator
<b>PROJECT:</b>	Longford Comhairle na nÓg
<b>CONTRACT:</b>	Ongoing
<b>NO OF HOURS:</b>	14 hours per week
<b>LOCATION:</b>	Longford Town
<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 enables 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 400 Foróige Clubs, the Big Brother Big Sister Programme and over 140 General Youth Services and Special Projects.

### PROJECT INFORMATION

Foróige, in partnership Longford County Council, and the DCEDIY, wish to employ a dedicated professional Co - Ordinator to support and ensure the continued development of Comhairle na nÓg in Longford, towards standards of excellent practice. Foróige as a youth development organisation recognises the potential, uniqueness and dedication of young people and recognises the opportunity in Longford Comhairle na nÓg to bring about change for young people and for young people to make a positive contribution to society. The democratically elected Longford Comhairle na nÓg represents young people in the decision-making process on issues and policies that affect them locally, regionally and nationally.

## **KEY RESPONSIBILITIES**

The duties of the Part Time Co – Ordinator shall be notified by the Board of Foróige and/or its Chief Executive or nominee. These duties will include:

- **Ensure that regular meetings of Longford Comhairle na nÓg take place**
  - Responsible for organising, planning and facilitating meetings of the Longford Comhairle na nÓg and will assist the members in drawing up meeting agenda and organising necessary requirements for meetings.
- **Progressing key issues identified by Longford Comhairle na nÓg:**
  - Work with the Comhairle to build their capacity to enable them to identify and research issues of concern to young people, agree a work programme and prioritise areas of work on an ongoing basis.
  - Enable the development of the capacity of the Comhairle to carry out their role in terms of representing the views and perspectives of young people in Longford on decision-making structures at local and national levels. He/ She will provide training, support, advice and guidance to members empowering them to become effective leaders.
- **Promotion of Longford Comhairle na nÓg:**
  - With the support of the Foróige Communication and Marketing Team, will look for opportunities to positively promote Longford Comhairle na nÓg throughout the county as a forum for progressing youth issues in a participative way.
- **Empowering young people to be fully involved in Longford Comhairle na nÓg:**
  - Support Longford Comhairle na nÓg in their committee positions.
  - Provide ongoing training and support to Comhairle.
- **Supporting the Functions of the Advisory Committee and Developing Links with Key Agencies:**
  - Longford Comhairle have a well-represented Advisory Committee. This Committee will continue to be utilised as a resource in supporting the work of the Longford Comhairle na nÓg. The employed Co – Ordinator will be involved in the organisation of meetings, contact with relevant agencies and support of members who will be presenting at the meetings.
  - Examine and establish effective working relationships with agencies that have a remit for youth, particularly those who can support members and can develop links for the Longford Comhairle na nÓg in trying to bring about change in relation to the key issues they are working on.
  - Continue to develop links within the Local Authority in relation to the Longford Comhairle na nÓg particularly in relation to policy development.
  - Liaise with agencies to ensure appropriate engagement with young people in the Comhairle.
  - Work to ensure that agencies are aware of opportunities to consult with the Comhairle.
- **Co-ordination of meetings, AGM, Agenda days, events and seminars:**
  - Work to support the Comhairle in the planning and coordination of meetings, the Annual General Meeting, events and seminars that are an integral part of the Longford Comhairle na nÓg.
  - Organise the AGM.
  - Establish strong links with schools and youth groups in relation to promotion of the event.

- Work to enable and encourage the active participation of all groups of young people, working with facilitators in relation to content of the day and will deliver the follow up report to participants and the Advisory Committee. They will organise venue, refreshments and travel for meetings, events and for the AGM.
- Facilitate and organise elections to Longford Comhairle na nÓg in line with DCEIDY guidelines.
- Training can be provided to youth facilitators from the Comhairle who will act as facilitators for AGMs, etc., thus promoting youth development and participation. Additionally, the co - ordinator will be required to support adult volunteers/ professionals to provide a positive mentoring relationship to Comhairle members.
- Work with the Comhairle in formalising an action plan/agenda of work using the recommendations which arise from consultation with young people.
- Additionally, it will be important to work at including seldom heard young people in AGM/ events and seminars. These young people will be supported to attend and participate.
- Ensure active participation of young people from Longford in local and national structures.
- Work closely with the Comhairle to ensure their full participation on local committees, working groups and in the national show case event.
- Support the selection of candidates for National Dail na nÓg as well as facilitating their attendance at delegate training and the national Dail na nÓg events.
- **Administration of Project:**
  - Carry out all administrative responsibilities of the post including report writing, budgeting, recording of work in relation to Longford Comhairle na nÓg.

**PROFESSIONAL QUALIFICATIONS AND EXPERIENCE: (E) = Essential; (D) =Desirable**

- Education to National Diploma or Degree standard (note: candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications) **(E)**
- A minimum of 1-year relevant work experience **(D)**
- Paid or voluntary, experience working with young people **(D)**
- Access to car and full driving licence **(E)**
- An understanding of the nature of youth work and Youth and Community work methodologies **(D)**
- An understanding of youth and community work in the local area **(D)**

**PERSON SPECIFICATION (all essential requirements)**

- Ability to build and maintain effective relationships with 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 within a pressurised environment
- Positive and flexible approach to working as part of a team
- Excellent written communications skills, including report writing and the ability to draft summary information and correspondence.
- Ability to follow organisational guidelines and processes.
- Good computer skills, including Word & Excel, PowerPoint and Social Media skills

### **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 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.

### **ADDITIONAL CONSIDERATIONS FOR THE ROLE**

**Medical:** The successful candidate will be required to complete a medical questionnaire / preemployment 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 Co-Ordinator will be expected to work a minimum of 14 hours per week. The position will require flexibility in relation to working hours. It is expected that the Co-Ordinator will work late evenings/ nights and occasional weekend work.

**Salary:** This post will be based off of the Foróige Youth Officer Salary scale (Pro rata): €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 between Point 1 and Point 2.

**Base:** The employment base will be in Longford Town.

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

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

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