



**etb**

Bord Oideachais agus Oiliúna  
Átha Cliath agus Dhún Laoghaire  
Dublin and Dún Laoghaire  
Education and Training Board



## JOB DESCRIPTION

<b>Job Title:</b>	Senior Youth Officer
<b>Project:</b>	UBU Balbriggan
<b>Type of contract:</b>	Maternity Leave Cover
<b>No of hours:</b>	35 hours per week minimum
<b>Location:</b>	Balbriggan
<b>Annual leave:</b>	29 days per year

### 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 400 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. 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.

### Project information

This post is funded by the Department of Children, Equality, Disability, Integration and Youth UBU Your Place Your Space Scheme through the Dublin and Dun Laoghaire ETB, and is provided and managed by Foróige.

The Senior Youth Officer will be based in Balbriggan Co. Dublin. The work seeks to enhance the life chances of the young people and to assist them fulfil their potential. A team of youth officers are employed and managed by Foróige to develop and implement the programme of UBU Balbriggan in conjunction with the Senior Youth Officer, the Foróige Manager and the local Advisory Committee. The Youth Officers are involved in working with young people, in voluntary youth groups, special interest groups, outreach work and summer programmes. The Youth Officers are also involved in working with parents, adults and professionals from other agencies who work in the Balbriggan area.

## **Key Responsibilities**

The duties of the Senior Youth Officer shall be notified by the board of Foróige and/or its Chief Executive or nominee. These duties will include:

- In conjunction with the Foróige Manager and other Youth Officers in the Project, be responsible for the design, organisation/co-ordination and implementation of educational and support programmes with the target group of young people in the area.
- Enlist the support of parents, family members and other volunteers and enable them to engage effectively with the target group in youth development activities.
- Report to the Foróige Manager. Attend meetings and prepare written reports as required for the Management/Advisory Committee and funders.
- Lead the development, delivery and monitoring of the programme which is aimed at enhancing the personal, social and educational development of the young people of Balbriggan.
- Co-ordinate the day to day operation of the local office and the expenditure of the agreed programme budgets
- Write annual and other reports as required, develop proposals, oversee the development of the annual plan in consultation with the Foróige Manager and ensure annual targets as per the UBU 3 year Plan are met.
- Supervise and support a team of youth officers in the day-to-day implementation of their work programmes
- Any such other relevant duties as the board of Foróige and/or the Chief Executive or the nominee of the Chief Executive shall deem necessary for the effective implementation of Foróige's policy and programmes and the Programmes of UBU Balbriggan.

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

- Education to National Degree standard **(E)**
- A minimum of 3 years relevant work experience **(E)**
- Persuasive manner **(E)**
- Highly organised, systematic and flexible in approach. **(E)**
- Ability to work on own initiative **(E)**
- Exceptional administrative skills **(E)**
- The 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 the Foróige programmes **(E)**
- Ability to facilitate the learning process **(D)**
- Excellent team working skills **(E)**
- Report writing experience **(E)**
- Experience and understanding of non-formal education interventions **(D)**

### **Person Specification (all Essential requirements)**

- Excellent interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships.
- Communication and team working skills
- Excellent standards of accuracy and attention to detail.
- Ability to be proactive, use own initiative and work effectively within a pressurised environment.
- Good written communications skills, including ability to draft summary information and correspondence.
- Good computer skills, including word processing, 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 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 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 Senior Youth Officer will be expected to work a minimum of 35 hours per week. The position will require flexibility in relation to working hours. It is expected that there will be some evening and some weekend work.

**Salary:** Senior Youth Officer Scale: €50,336, €52,209, €54,087, €55,961, €57,833, €59,704

**Annual Leave:** The Senior Youth Officer will be entitled to 29 days annual leave pro rata plus public holidays. The needs of the role must be considered when applying to take this leave.

**Travel:** This post will involve domestic travel within Ireland and occasional meetings. It is also possible that that there may be some international travel. Travel and expenses will be paid in accordance with appropriate Foróige rates.

**Base:** The post will be based in Balbriggan, Co. Dublin.

**Applications:** Please apply by filling out our [online application form](#).

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