



Rialtas na hÉireann
Government of Ireland



Cómhainithe ag an
Aontas Eorpach
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An Roinn Leanaí, Comhionannais,
Míchumais, Lánpháirtíochta agus Óige
Department of Children, Equality,
Disability, Integration and Youth



JOB DESCRIPTION

<u>JOB TITLE:</u>	YOUTH OFFICER (PART-TIME)
<u>PROJECT:</u>	KILDARE YOUNG PARENTS SUPPORT PROJECT
<u>CONTRACT TYPE:</u>	ONGOING
<u>RESPONSIBLE TO:</u>	SENIOR YOUTH OFFICER/ AREA MANAGER
<u>HOURS:</u>	21 HOURS PER WEEK
<u>ANNUAL LEAVE:</u>	29 DAYS PER YEAR (PRO-RATED)

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 170 General Youth Services and Special Projects

ROLE INFORMATION

The successful candidate will be employed by Foróige as a Youth Officer. The YPSP was established in 1999 and has provided support to 8,995 young parents since 1999. Currently, there are 11 projects across Dublin, Louth, Wexford, Carlow/Kilkenny/South Tipperary, Donegal, Limerick, Cork and Galway. Nationally, the YPSP structure consists of a National YPSP Manager employed by Treoir and a National Advisory Committee, (NAC), with a ministerial appointed chairperson which provides a forum for information sharing and interagency collaboration.

The Kildare Young Parents Support Project YPSP is a new service to be established and provided by Foróige, in partnership with Tusla. This Young Parent Support Project is an ESF+ co-financed programme. The project will be staffed by a Senior Youth Officer and 2 Youth Officers. The YPSP working model is based on offering support in all areas of the young person's life – health, relationships, accommodation, social welfare entitlements, education, training, child development, parenting, childcare, legal issues, antenatal education, and anything concerning the young parents' life.

Typically, referrals to YPSP come from young parents themselves, family members, antenatal clinics, maternity services, friends, teachers, youth services, training agencies, social workers, public health nurses and others interested in the welfare of young parents. Support is provided on a one-to-one basis, through group activities and through referral to other services. One-to-one support is delivered through home visits, office appointments, 'drop in' facilities and meetings away from the YPSP site.

KEY RESPONSIBILITIES

The successful candidate will be given an ongoing contract of employment. 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 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:

- identifying the needs and strengths of young people and their families and developing case plans to respond to them effectively, in accordance with Foróige's Policies and Procedures.
- Designing, implementing and evaluating needs-led, evidence-based programmes on a one-to-one or group basis with young parents and their families, as appropriate.
- Attending case conferences and reviews, Meitheals and regular meetings with key Tusla personnel including the Social Work and Children in Care teams as required.
- Compiling with the assistance of the Senior Youth Officer reports and plans as required by the funder, ensuring that deadlines are adhered to.
- Ensuring full compliance with Foróige policies, procedures and guidelines.
- Administration and budgeting as required.
- Maintaining good 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 National Degree standard. **(E)**
- Demonstrable knowledge and understanding of Foróige's philosophy and approach to youth work and engaging young people and families. **(E)**
- A minimum of 1 years' experience of working with young people experiencing adversity in their lives and planning interventions in order to achieve the best possible outcomes with the young person and their family. **(D)**
- Experience working with families and parents, particularly in delivering parenting and whole family programmes **(D)**
- A good knowledge and understanding of Tusla's National Policy Framework for Children and Young People, Tusla's National Service Delivery Framework including Tusla's National Practice Model for Children and Young people. **(D)**
- Ability to work in an efficient manner and to lead and motivate others. **(E)**
- Car owner with full driving licence **(E)**

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 Senior 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 Part Time Youth Officer will work 21 hours per week.
Please note these positions will require flexibility in relation to working hours including early mornings, late evenings and weekends as necessary.
- Salary:** The salary for this position will be as per the Foróige Youth Officer salary scale: €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 3.
- 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 Foróige Office, Rosconnell Close, Newbridge
- Applications:** Applications are open to internal and external candidates. Applications should be made by way of the [Foróige job application form](#) only which is available [here](#).

Interviews: There will be 2 stages of interviews.
Internal candidates may be required to attend first round stage interview

Note: *A panel may be formed from which future positions funded from a variety of sources may be filled.*