

## JOB DESCRIPTION

<b>Job Title:</b>	Youth Officer
<b>Project:</b>	The Cavan Town UBU Youth Project
<b>Location:</b>	Cavan town
<b>Type of contracts:</b>	Ongoing
<b>Responsible to:</b>	Area Manager
<b>No of hours:</b>	35 per week minimum
<b>Annual leave:</b>	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 aims to enable young people to involve themselves consciously and actively in their own development and the development of society. Foróige employs over 580 staff and involves thousands of volunteers in the creation and delivery of high quality services to young people through the operation of over 500 Foróige Clubs and over 160 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 supported by a combination of statutory, philanthropic and corporate funding. Foróige is committed to a policy of Equality of Opportunity in its employment practices.

### **Project information**

The Cavan town UBU Youth Project is funded by the Department of Children, Equality, Disability, Integration and Youth under the UBU Your Place Your Space funding scheme through Cavan and Monaghan Education and Training Board. UBU Your Place Your Space youth services allows young people to access out-of-school supports in their local communities to enable them to achieve their full potential by strengthening their personal and social development outcomes.

There is currently one vacancy for a Youth Officer in the UBU Project. The suitable candidate is tasked to deliver on the service requirement developed by Cavan Monaghan Education and Training Board on behalf of the Department of Children, Equality, Disability, Integration & Youth under the UBU Your Place Your Space Funding Scheme. The age range of the service is young people 12-24 years old and the catchment area is 10 specific areas within Cavan town.

The Youth Officer will be employed by Foróige and will be given a 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.

### **Key Responsibilities**

The duties of the Youth Worker shall be notified by the Board of Foróige and/or their nominee.

The function is achieved through fulfilling the main duties outlined below:

- Developing innovative programmes and interventions to meet the needs and interests of the young people and as identified by CMETB as a priority.
- As a **priority** targeting young people aged 10-15 years who are experiencing economic, social and cultural disadvantages, who are living in the 10 small areas of Cavan Town\*. Issues effecting this target group are - poor self-esteem, lack of confidence, anxiety/low mood, and poor educational success, experiences of issues such as family breakdown, poor mental health, and addictions. These young people are at higher risk of drug and alcohol experimentation and misuse.
- As a **priority** targeting young people aged 10-18 years, who are experiencing marginalization and segregation whose specific circumstances limit their opportunities, including but not limited too young people from the Traveller & Roma community. Issues effecting this target group are - growing up in households were poverty, discrimination, stigma, strong influence of cultural expectations, low levels of literacy/numeracy/educational attainment, lack of role models from in their community.

- As a **priority** targeting young people aged 14-24 years who are experiencing economic and social and cultural disadvantage particularly but not limited to those who are “new to Cavan”. These young people have no sense of belonging or connection to the local community. Issues effecting this targeting group are social isolation, poor sense of belonging, lack of identity and are at risk of becoming involved in anti-social behaviour and gangs.
- As a **priority** targeting young people aged 10-15 years who are experiencing economic, social and cultural disadvantage particularly but not limited to those living in 2 areas with high concentrations of families/individuals dependent on social welfare/low incomes with low educational attainment and experience intergenerational unemployment. The target group are at risk of low educational attainment and includes young people, but not limited to those who have poor academic performance, are on reduced timetable, have learning or behavioural issues, those struggling to make transitions or coming from the reality that intergenerational early school leaving is the norm. These young people are more likely to experience economic hardship and poverty and suffer multiple disadvantages that impact on their overall development and limit their further life chances.
- As a **priority** developing and enhancing interagency collaborations with other providers of services for young people operating in the identified area.
- Engaging the young people in the co-design of the UBU Service and the programmes on offer.
- Engaging in outreach strategies, developing programmes and utilising evidenced based interventions to engage targeted young people.
- Ensuring a minimum of 80% of the young people (aged 10 to 24 years) accessing the Project are within the target group requiring support or at significant risk.
- Ensuring a minimum of 70% of the service effort will be on direct service delivery with young people.
- Regularly evaluating the impact of the youth work interventions and evidencing the improved outcomes for young people.
- Developing and responding to any new and emerging needs as may be identified by CMETB.

- Operating efficient office procedures, administration systems and completing reports.
- Planning your own work schedule and set work targets in consultation with the Senior Youth Officer and the Foróige Eastern Area Manager.

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

- Education to Degree standard (Level 7 NFQ) preferably in Youth Work / Youth Justice / Drugs & Alcohol / Health Promotion Work (note: candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications) **(E)**
- A minimum of 1-year relevant full time work experience **(D)**
- Access to car and full driving licence **(E)**
- Paid or voluntary, experience working with young people **(D)**
- Experience in recruiting target group **(E)**
- Programme design experience **(E)**

**Person Specification: all essential requirements**

- Ability to engage target groups.
- Good interpersonal skills, including ability to liaise with a wide range of contacts, build and maintain effective working relationships.
- Ability to be proactive, use own initiative and work effectively within a pressurised environment.
- Positive and flexible approach to the work.
- Good written communications and written skills, including ability to draft summary information and correspondence.
- Excellent computer skills, including Word, Excel, social media and presentation skills.

**Requirements of Foróige staff: all essential requirements**

- Commitment to the purpose of Foróige and UBU Your Place Your Space 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 with interventions late evening and on Thursday, Friday and regular Saturdays.

### **Additional Considerations for the Role**

**Funding:** It must be understood that if the funding for these posts is discontinued the post holder's contract may be terminated.

**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(s) will undergo 2 reference checks before commencing employment with Foróige (1 from most recent employer).

**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 position will require flexibility in relation to working hours. **There is a requirement to operate the service each evening and on late evenings, Thursday, Friday, and regular weekends.**

**Salary:** The salary will be based on the Foróige Youth Officer Salary Scale (pro-rated) and starting point will be between point 1 and point 3 based on experience: €36,701, €38,229, €39,757, €41,287, €42,815, €44,348, €45,880, €48,164, €50,448.

**Base:** The employment base will be Cavan town.

**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.

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



Rialtas na hÉireann  
Government of Ireland

*The UBU Your Place Your Space scheme is a Department of Children and Youth Affairs funded youth scheme, with funding from the national lottery.*