



<b><u>Job Title:</u></b>	<b>Development Officer X2 Development Officer Kildare &amp; Meath Development Officer, North West Cork, Limerick, North Kerry</b>
<b><u>Job Reference:</u></b>	<b>FRGJOB_264</b>
<b><u>Locations:</u></b>	<b>Navan &amp; Kilmallock.</b>
<b><u>Contract Type:</u></b>	<b>Fixed Term Contract ( Maternity Leave Cover)</b>
<b><u>Responsible To:</u></b>	<b>Area Manager South / Volunteer Development Manager</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 400 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 240 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.

### **Role information**

The aim of the Development Officer is to develop volunteer led Foróige Clubs and Groups for young people in the area.

The Development Officers will be employed by Foróige and will be given a fixed term contract of employment. It must be understood however, that if this position becomes redundant at any time during the period of the contract or if the funding for the post are discontinued or post holder fail to perform satisfactorily, employment may be terminated.

### **Key Responsibilities**

The duties of the Development Officers in carrying out any functions, which may be involved in or arise out of the appointment, shall be as notified by the board of Foróige and/or its Chief Executive and/or the nominee of the Chief Executive from time to time. These duties will include but are not limited to:

- **Developing** – Establishing volunteer led Foróige clubs and groups in partnership with local communities through the recruitment of volunteer leaders and members.

- **Organisation** – Assisting volunteers, to organise themselves effectively and efficiently to engage in youth development activities including establishing new Foróige clubs and other volunteer led options and recruiting adult leaders.
- **Training** – Training of adult volunteers and young people to enable them to perform their tasks more effectively.
- **Programme Development** - Developing education programmes as aids to adult volunteers in their task of youth development and enabling adult volunteers to devise their own programme.
- **Consultancy** - Consulting with adult volunteers in relation to problem solving and other areas of concern and interest to them in youth development.
- **Promoting** – Promoting Foróige volunteer led options in local communities and organisations.
- **Implementing** - Best practice policies and procedures in relation to volunteer recruitment, retention and selection.
- **Interacting** - with other Foróige projects and services in the area as appropriate.
- Any such other relevant duties as the Board of Foróige and/or the Chief Executive Officer or the nominee of the Chief Executive shall deem necessary for the effective implementation and the policy and programmes of Foróige.

#### **Key Performance Indicators**

- Maintain existing number of clubs and groups and
- Establish new Clubs and Groups in the region.
- Improve retention rates for adult volunteers.
- Increase numbers of adult volunteers and young people engaged in Foróige volunteer led options

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

- Education to National Diploma or Degree standard preferably in Youth / Community Work or related field (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 **(E)**
- Access to car and full driving licence **(E)**
- Ability to engage target group **(E)**
- Paid or voluntary, experience working with young people **(D)**
- An understanding of Youth Work and Community Work methodologies **(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
- Good written communications skills, including ability to draft summary information and correspondence, good report writing skills in both Irish and English.
- Ability to follow organisational guidelines and processes.
- Good computer skills, including Word, Excel, Internet, PowerPoint and Social Media
- Ability to work online including use of Zoom and Google Meets.

#### **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 will 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.
- References:** The successful candidate will undergo 2 reference checks before commencing employment with Foróige.
- Annual Leave:** 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:** It is expected that the role will work a minimum of 35 hours per week. Please note this position will require flexibility in relation to working hours. It is expected that the Development Officer will work some late evenings (up to 11pm) and some weekend work.
- Salary:** Will be based on Foroige's Youth Officer Salary Scale **€34,587; €36,027; €37,467; €38,908; €40,349; €41,793; €43,236; €45,389; €47,542**
- Travel:** This post will involve some domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate Foróige rates.
- Base:** The employment base will be the Foróige Office in Navan for one post and Kilmallock (Co. Limerick) for the other. This may be effected by COVID 19 public health restrictions.
- Applications:** Applications should be made by way of the Foróige job application form only. The job application form is available to download from the 'careers' section of our website [www.foroige.ie](http://www.foroige.ie) or upon request by emailing [recruitment@foroige.ie](mailto:recruitment@foroige.ie)

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

