



JOB DESCRIPTION

<u>JOB TITLE:</u>	GRADUATE INTERNSHIP (Paid Internship) TRAINING, LEARNING & DEVELOPMENT TEAM
<u>CONTRACT TYPE:</u>	FIXED TERM; 6 MONTH CONTRACT
<u>HOURS:</u>	35 HOURS PER WEEK MINIMUM
<u>LOCATION:</u>	FORÓIGE HEAD OFFICE, PARK WEST, DUBLIN 12
<u>START DATE:</u>	DECEMBER 2017

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.

About the Graduate Internship

Foróige are providing an opportunity to a graduate to national degree standard to experience working in a large not for profit organisation. The aim is to provide the successful candidate with a range of development opportunities while gaining valuable work experience that may be transferred to a variety of settings. In addition to specific duties and tasks it is intended that the internship is a learning and development opportunity for the successful candidate.

Project Information

Foróige's Training, Learning and Development Team focuses on a systematic approach to training staff and volunteers, building a culture of learning and development that meets organisational needs and matches training given with implementation on the ground, followed up with an ongoing process of quality assurance. It also provides support nationally

to education programmes run by Foróige. The Team currently consists of a Senior Youth Officer, five Training Officers and a Training Co-ordinator. We are now in a position to host a Graduate Intern.

Key Responsibilities

The duties of the Graduate Intern shall be notified by the board of Foróige and/or its Chief Executive Officer or nominee. These duties will include, but are not limited to:

Foróige Citizenship Programme and Awards

- Communications with programme participants including responding to queries
- Co-ordination of judging process in advance of the Awards and during the National Awards (21st April 2018)
- Overseeing and coordinating transport logistics for those attending the awards both prior to and after the awards
- Co-ordinating registration process for groups and projects in the Citizenship Programme
- Developing and providing communications and support materials for staff and volunteers attending the Awards
- Designing and co-ordinating evaluation of the programme and awards with attendees and providing a written report on the event
- Attending and contributing at programme and Awards planning meetings

National Junior Baking Competition

- Co-ordinating registration process for regional and national finalists
- Communications with regional and national finalists regarding event logistics, rules and responding to queries.
- Assisting regional and national finalists with attendance arrangements
- Co-ordinating transport for finalists
- Designing and co-ordinating evaluation of the National Junior Baking Competition with all stakeholders and providing a written report on the event

National Ploughing Championships

- Communications with groups attending the National Ploughing Championships
- Co-ordination of Foróige stand at Ploughing Championships with the Foróige Communications Team
- Overseeing and co-ordinating transport and accommodation logistics for those attending the Ploughing Championships
- Development Opportunities
- Experience of working in a large not for profit organisation
- Utilising reflective practice methodologies including use of a Reflective Practice Journal
- Access to Senior Management for mentoring opportunities
- Experience of working across a range of departments
- Participation in Foróige in-service training

Professional Qualifications & Experience: (E=essential; D=Desirable)

- Education to National Degree standard or higher in the previous 2 years (E)
- Excellent team working skills (E)
- Excellent computer skills – Word and Excel (E)
- Experience and understanding of the design and provision of staff/volunteer training (D)
- Experience of Foróige's Citizenship Programme (D)
- Experience in an administrative role (D)
- Access to car and full driving licence (D)
- Knowledge and experience of Foróige and its programmes (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.
- Excellent communication skills (written and verbal)
- Excellent organisation skills
- Ability to be proactive, use own initiative and work effectively within a pressurised environment.

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 position will require flexibility in relation to working hours. It is expected that there will be some evening and some weekend work.
- Salary:** This will be discussed with the successful candidate upon appointment. The salary range will be 23k-25k pro rata per annum.
- Annual Leave:** The Graduate Intern will be entitled to 29 days annual leave pro rata plus public holidays. The needs of the internship must be considered when applying to take this leave.
- Base:** The base for this internship will be Foróige Head Office, Block 12D, Joyce Way, Park West, Dublin 12.
- Travel:** This post will involve domestic travel within Ireland and occasional meetings. It is also possible that there may be some international travel. Travel and expenses will be paid in accordance with appropriate Foróige rates.
- Applications:** Applications should be made by way of the Foróige Graduate Intern job application form only. The Graduate Intern job application form is available to download from the 'careers' section of our website www.foroige.ie or upon request by emailing hr@foroige.ie
- Closing date:** Closing date for applications is until **12.00pm on FRIDAY 10th NOVEMBER 2017**. Applications received after this deadline will not be accepted.
- Interviews:** Interviews will take place during week commencing 13th November 2017

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