



JOB DESCRIPTION

<u>Job Title:</u>	Project Worker
<u>Project:</u>	Roscommon Youth STEAM Project
<u>Location:</u>	Ballaghaderreen, Co. Roscommon
<u>Contract Type:</u>	Fixed Term
<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 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.

Role information

The Roscommon Youth STEAM/TECHSPACE Project aims to provide Digital and Technical Education programmes to young people in North Roscommon region through Sound Surfers and TECHSPACE and Coding Programmes.

Key Responsibilities

The successful candidate will be employed by Foróige and will be given a contract of employment for a fixed term. 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 Project worker 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:

- Working with the community as well as colleagues and other organisations to identify and recruit young people for involvement in the project in line with guidelines set by funders.
- Engaging young people and the community in the identification of needs and the design of education programmes to young people and adult volunteers.
- Working with young people individually and in group work settings
- Delivery and implementation of appropriate, creative education and support programmes in particular programmes that incorporate the use of technology.
- Enlisting the support of parents, family members and volunteers and enabling them to engage effectively with young people in the project.
- Promoting and maintaining a profile for youth work and Foróige projects in the community.
- Reporting to the Foróige Manager.
- Attending meetings and preparing written reports as required for management and funders.
- Networking and Co-operating with other agencies/organisations and community groups in the area in order to initiate and contribute to responses to meet youth needs.
- Any other relevant duties requested by the board of Foróige and/or the Chief Executive or their nominee for the effective implementation of Foróige's policies and programmes and the Roscommon Youth STEAM Project.

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

- Education to National Diploma or Degree standard preferably in Youth / Community Work (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)**
- Experience using creative software, equipment and tools for digital media, graphic design and STEAM (Science, Technology, Engineering, Arts and Maths) **(E)**
- Interest in youth work and digital media including film making, robotics, coding **(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.
- 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 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:	The Project Worker 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:	This is a full time post. Please note this position will require flexibility in relation to working hours. It is expected that the Project Worker will work some late evenings (up to 11pm) and some weekend work.
Salary:	The salary for this position will be discussed with the successful candidate upon appointment.
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 for this post will be the Phoenix Youth Project, Cathedral St, Kilcolman, Ballaghaderreen, Co. Roscommon.
Applications:	Applications should be made by way of the <u>Foróige job application form</u> only. The 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: The deadline for returning completed application forms is **5.00pm WEDNESDAY 1st NOVEMBER 2017**. Applications received after the deadline will not be accepted.

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