

JOB DESCRIPTION

PROJECT:	WESTPORT YOUTH & FAMILY SUPPORT, MAYO
JOB TITLE:	PART TIME PROJECT WORKER
TYPE OF CONTRACT:	FIXED TERM; 7 MONTH CONTRACT UNTIL JULY 2018
HOURS:	17.5 HOURS PER WEEK MINIMUM
BASE:	WESTPORT, CO. MAYO
ANNUAL LEAVE:	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.

Project information

The Westport Foróige Youth and Family Support Service is jointly managed by Foróige and Tusla, the Child and Family Agency. The project provides a range of interventions/services, particularly targeted at young people at risk, including the development of community based youth groups, the operation of intensive group work programmes, individual programmes, special interest preventative programmes and family programmes to support young people in family and school situations. The project also runs parenting programmes.

Key Responsibilities

The successful candidate will be given contract of employment for a fixed term commencing January 2018 until July 2018. 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 Part Time Project Worker shall be notified by the board of Foróige and/or its Chief Executive or nominee. These duties will include, but are not limited to:

- Assessing the needs and interests of young people in the area with a particular focus on the target group (age 10-18 years).
- Develop and implement programmes based on the identified needs.
- Deliver programmes which promote youth participation.
- Plan, implement and evaluate school holiday programmes for young people in the target group.
- Assist local community groups in developing and implementing summer programmes.

- Individual Support- This involves individual sessions with young people experiencing difficulties. This work will be carried out in conjunction with parents where possible to ensure that work is carried out in a Family Support context.
- Recruit suitable new leaders for the service who will assist in the delivery of programmes in line with Foróige guidelines.
- Any such other relevant duties as the board of Foróige and / or the Chief Executive or the nominee of the Chief Executive shall deem necessary for the effective implementation of the policy and programmes of Foróige and the Westport Foróige Youth and Family Support Service.

Professional Qualifications and Experience (E=essential; D=Desirable)

- Education to National Diploma or Degree standard preferably in Youth / Psychology / Education / Family Support or other relevant degree **(E)**
- Access to car and full driving licence **(E)**
- A minimum of 1 year relevant paid or voluntary work experience **(E)**
- Knowledge and experience of Foróige and its programmes (D)
- Experience working with Families (D)

Person Specification (all **essential** requirements)

- Be able to demonstrate their suitability to engage with vulnerable families
- Excellent 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 team working
- Good written communications skills, including ability to draft summary information and correspondence.
- Good computer skills, including Word processing, MS Access, Excel, Internet and PowerPoint.

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

Funding:	It must be understood that if the funding for the post is discontinued the post holder's contract may be terminated. This is a one year fixed term contract
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 Part Time 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:	The Part Time Project Worker will work a minimum of 17.5 hours per week. It must be understood that this position will require flexibility in relation to working hours. It is expected that the Part Time Project Worker may be required to work late evenings/ nights each week (up to 11pm) and some weekend work.
Salary:	The salary for this role will be discussed with the successful candidate upon appointment.
Base:	The employment base for this role will be in St. Annes Boxing Club, Westport, Co. Mayo.
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.
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 <u>5.00pm FRIDAY 3rd NOVEMBER 2017</u> . Applications received after the deadline will <u>not be accepted</u> .

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