



etb
Bord Oideachais agus Oiliúna
Átha Cliath agus Dhún Laoghaire
Dublin and Dún Laoghaire
Education and Training Board



JOB DESCRIPTION

JOB TITLE:	Club Development Officer; Blanchardstown Youth Service
LOCATION(S):	Dublin 15
RESPONSIBLE TO:	Manager North Dublin
HOURS:	Full time/ 35 hours per week minimum
CONTRACT TYPE:	Fixed term
ANNUAL LEAVE:	29 Days per year (pro-rata)

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 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

Blanchardstown Youth Service is managed and provided by Foróige in partnership with Dublin & Dun Laoghaire Education & Training Board since 1982. Blanchardstown Youth Service provide a range of services to voluntary youth groups and directly to young people considered 'at risk' in the Blanchardstown area. There is currently a vacancy for a Club Development Officer in Dublin 15. The successful candidate will oversee the development of Foróige volunteer led clubs in the area.

The role of the youth officer is to develop volunteer led youth work in the area. They will develop new volunteer led clubs and also, implement the full range of Foróige programmes e.g. Leadership, NFTE, REAL U etc.

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.

KEY RESPONSIBILITIES

The duties of the Club Development Officer 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 officer from time to time. These duties will include:

- Recruiting volunteers to provide volunteer led clubs for young people aged 10 - 18

- Facilitating training for volunteers in establishing these clubs – Starting Out in Foróige, Child Protection Training, Club Officer Training
- Ensuring that the clubs are operating to the standard required and adhering to Foróige policies, procedures and guidelines
- Providing consultancy to volunteers as required
- Networking and liaising with relevant stakeholders
- Engagement with other youth serving agencies/organisations
- Developing summer programmes and school holiday programmes in conjunction with the wider team
- Representing the project and Foróige on relevant groups
- Empowering communities to maintain services to young people
- Completing reports and other administrative tasks and recording procedures as required.
- Following policies and procedures prescribed by Foróige in relation to child protection and other matters.
- Any other duties as the board of Foróige and/or the Chief Executive officer or the nominee of the Chief Executive officer shall deem necessary for the effective implementation and the policy and programmes of Foróige.
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Professional Qualifications and Experience (E=essential; D=Desirable)

- Education to National Diploma or Degree standard in a relevant area **(E)**
- A minimum of 1 years relevant work experience **(D)**
- Access to car and full driving licence **(E)**
- Experience of recruiting volunteers and best practice in volunteer development **(D)**
- Paid or voluntary, experience working with young people and volunteers **(D)**
- Knowledge and experience of Foróige volunteer led youth work **(D)**

Person Specification (All Essential requirements)

- High level of motivation / ability to work on own initiative
- Ability to build and maintain relationships with relevant local agencies
- Positive and flexible approach to working as part of a team
- Empathetic attitude / approachable
- Good written communications skills, including ability to draft summary information and correspondence, good report writing skills
- Good computer skills, including Word, Excel, Internet, and Social Media
- Ability to relate to young people and volunteers
- Good organisational skills
- Ability to evaluate the effectiveness of programmes

An understanding of adult learning methodologies

REQUIREMENT 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.
- 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 Club Development 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 Club Development Worker will be expected to work a minimum of 35 hours per week. The position will require flexibility in relation to working hours. It is expected that the Club Development Worker will work some late evenings/ nights per week (up to 11pm) and regular 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 role will be Blanchardstown Youth Service, Main Street, Blanchardstown, Dublin 15.
- Applications:** Applications should be made by way of the Foróige application form which is available to download from the 'careers' section of our website www.foroige.ie or upon request by emailing recruitment@foroige.ie
- Closing date:** Closing date for applications is **12 noon 18th September 2019**. Applications received after the deadline will not be accepted.