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| C:\Users\Fergal O Donnell\AppData\Local\Microsoft\Windows\INetCacheContent.Word\IFI logo small - newspaper ADs.jpg | Image result for rural action logo |

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**Job Description**

**Job Title:** Youth Officer

**Duration:** Temporary position to December 2025

**Key Function:** To support the implementation of all aspects of the Fermanagh Positive Youth Outlooks Personal Youth Development Programme (PYDP) including the development of a range of youth interventions focused on building leadership, developing employability and entrepreneurial skills, community arts, peace building and community development. The post will also contribute to broader community development activity within the area. This challenging role will require the successful engagement of young people most at risk and marginalised aged 16-25 years. This post has been supported under the Personal Youth Development Programme (PYDP), funded by the International Fund for Ireland (IFI) and managed by Rural Action. The aim of PYDP is to help young people build and develop life skills that foster good relations, build confidence and resilience and make them more employable.

**Responsible to:** Programme Co-Ordinator

**Location:** Unit 9, Enterprise Centre, Ballinamallard, BT94 2BD

**Salary:** £30,296

**Key Duties**

1. To play a positive and proactive role as a member of a small team to ensure the successful implementation of Fermanagh Positive Youth Outlooks Programme.
2. To design and deliver programmes and initiatives which enhance young people’s active participation in the issues, services and decisions that impact on their lives.
3. To design and deliver programmes which provide opportunities for young people to raise their aspirations, confidence, self-esteem and their ability to learn and grow and which support young people to develop leadership qualities and skills.
4. Development of appropriate training materials and resources to assist in the delivery of the programme.
5. Identify and recruit a small number ofyoung people who fit within the key target groups of programme across County Fermanagh area.
6. To assist young people to develop tailored personal action plans and support them in making progress towards those various actions.
7. To assist with the promotion and dissemination of learning from Fermanagh Positive Youth Outlooks Programme with all relevant stakeholders.
8. To provide evidenced based youth work intervention programmes, on both a one to one and group work basis.
9. To deliver appropriate training and facilitate workshops with participants on relevant issues.
10. To lead on implementing all necessary policies and procedures to ensure that all youth based activities are compliant with all relevant legislation (e.g. health and safety, child protection etc).
11. To report to funders and their managing agents on all issues related to the project as requested.

**Other Duties**

1. Participate and contribute to any meetings, forums and events as required by Fermanagh Sports & Cultural Awareness Association (FSCAA), funder and managing agent.
2. Any other duties which contribute to a successful and positive programme for Fermanagh Positive Youth Outlooks PYDP Youth Programme participants.
3. Work to strict deadlines and be available to work outside normal office hours as required.

**PERSONNEL SPECIFICATION**

**Essential Criteria**

It is essential that candidates possess the following:

**Experience / Educational Attainments:**

* A third level qualification in a relevant discipline (ie. Social Science, Community/Youth or Education).
* At least 2 years’experience of working with young people in a Youth Work setting or similar environment.
* Relevant experience of developing and delivering training with young people.

**Skills/Abilities:**

* Effective written and oral communication skills including report writing and presentation skills.
* Effective personal and interpersonal skills and ability to relate to young people particularly those who experience forms of marginalisation and social exclusion on a one to one and group basis.
* Effective and proven project management skills, including the ability to work on own initiative and within a team environment to meet tight deadlines.
* The ability to co-ordinate a range of activities within a local community.
* The ability to maintain effective administrative systems in line with the post’s organisational duties.
* Experience of managing budgets and compliance with funders requirements.
* The ability to establish and maintain effective links with other key statutory, community and voluntary sector agencies.
* A full driver's licence & access to a form of transport which will enable the post holder to meet the requirements of the post in full.
* Competency in IT skills.
* Flexible approach to working hours evening and weekend work is a pre-requisite within this post.

**Knowledge:**

* Of current issues that affect young people living within disadvantaged communities.
* Of issues that continue to create division and segregation within local communities.
* Of innovative approaches to peacebuilding in Northern Ireland.
* Of the barriers that young people face to employment and/or further training.
* Of working to current standards of best practice in regards to working with young people.
* Of existing services, resources, agencies and organisations that can help further support the development of youth work programmes in the local community.

**Desirable Criteria:**

* Experience of working or volunteering with a community based youth work programme.
* Experience of cross community, community relations and good relations work.
* Experience of facilitating and delivering accredited and/or non-accredited training.
* Planning, organisation and delivery of community development events and initiatives.

**Note: FSCAA reserve the right to amend criteria if required to do so.**

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APPLICATION FORM

PRIVATE & CONFIDENTIAL

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| **POST:** Youth Officer | **CLOSING DATE:** 3rd March 2025 |

Please complete all sections of this application form accurately, giving as many details as possible of your skills and experience relating to this job application and personnel specification. Please note CV’s must not be included as part of your application and if submitted will not be considered. It is therefore important that this form is completed with sufficient information to demonstrate how and to what extent you meet the job requirements. FSCAAreserves the right to shortlist only those applicants who appear from the information supplied in the application form to meet the requirements of the post, as detailed in the personnel specification. Only those shortlisted will be progressed to the next stage of the recruitment process.

Application forms, along with the equal opportunities monitoring form must be returned by either post clearly marked ‘Job Application’ or by email to [fsaca1@hotmail.com](mailto:fsaca1@hotmail.com) by **12 noon** on Monday 3rd March 2025.

**Interviews will be held on Wednesday 12th March 2025.**

REF NO:

# A P P L I C A T I O N F O R M

POSITION APPLIED FOR:

SURNAME: MR/MRS/MS

FORENAMES:

ADDRESS:

POSTCODE:

TELEPHONE NO: Work Home:

Mobile: Email:

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| --- | --- |
| Secondary& Further Education | |
| Subjects | Grade |
|  |  |

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| --- | --- | --- | --- |
| University/Third Level Education | | | |
| University/College | Degree/Other Qualifications Awarded (Please state Class & Division) | | |
|  |  | | |
| Professional Qualification | | | |
| Qualification | | Exam Date | Result |
|  | |  |  |

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| --- | --- | --- | --- | --- |
| Employment History (Please start with your present or most recent employment) | | | | |
| Dates  To & From | Name & Address of Employer | Position Held & Brief  Outline of Duties | Reason for Leaving | Salary |
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| Medical History/Disability |
| In line with the Disability Discrimination Act 1995, a disability is defined as ‘a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities. Please detail if you consider yourself as having a disability. |
| Give details of any illness, operation or accident resulting in lengthy absence from work. |

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| A full driving licence and access to transport for work purposes or access to another form of transport that would allow the postholder to meet the travel requirements of the post is essential for this post.  Please indicate if you meet this requirement |

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| Accompanying Statement – ESSENTIAL CRITERIA |
| Please use this part of the application form to describe how you feel you meet the essential criteria for the post. The panel will use the information to assess your application against the criteria for the post. |
| A third level qualification in a relevant discipline (ie. Social Science, Community/Youth or Education).(max. 200 words) |
| At least 2 years’ experience of working with young people in a community Youth Work setting or similar environment.(max. 200 words) |
| Relevant experience of developing and delivering training with young people. (max. 200 words) |
| Effective written and oral communication skills including report writing and presentation skills. (max. 200 words) |
| Effective personal and interpersonal skills and ability to relate to young people particularly those who experience forms of marginalisation and social exclusion on a one to one and group basis. (max. 200 words) |
| Effective and proven project management skills, including the ability to work on own initiative and within a team environment to meet tight deadlines.(max. 200 words) |
| The ability to co-ordinate a range of activities within a local community. (max. 200 words) |
| The ability to maintain effective administrative systems in line with the post’s organisational duties.(max. 200 words) |
| Experience of managing budgets and compliance with funders requirements. (max. 200 words) |
| The ability to establish and maintain effective links with other key statutory, community and voluntary sector agencies.(max. 200 words) |
| Competency in IT skills. (max. 200 words) |
| Flexible approach to working hours evening and weekend work is a pre-requisite within this post. (max. 200 words) |

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| Accompanying Statement – DESIRABLE CRITERIA |
| Please use this part of the application form to describe how you feel you meet the desirable criteria for the post. The panel will use the information to assess your application against the criteria for the post. |
| Experience of working or volunteering with a community based youth work programme.(max. 200 words) |
| Experience of cross community, community relations and good relations work (max. 200 words) |
| Experience of facilitating and delivering accredited and/or non-accredited training (max. 200 words) |
| Planning, organisation and delivery of community development events and initiatives (max. 200 words) |

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| Relevant involvement in community and voluntary work (Please state paid or unpaid) |
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| Date you would be free to take up the post, if appointed: |

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| **REFEREES** - Please provide the name and address of two referees who should have knowledge of you in a working/academic capacity (one should be your most recent employer if relevant). References will only be taken up at appointment stage. | |
| *Current Employer - (Or if not currently employed, most recent Employer)* | *Other* |
| Name:  Position:  Address:  Tel No: | Name:  Position:  Address:  Tel No: |

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| Are you eligible to work in the UK:  You will be required to provide documentation to support this claim (under Section 8 of the Asylum and Immigration Act 1996) if offered the post. |

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| I certify that all the information I have given is correct to the best of my knowledge. I understand that knowingly giving any false information may result in any job offer being withdrawn or, if appointed, to dismissal.  Signature of Applicant: ......................................................... Date: ....................................... |

Application forms, along with the equal opportunities monitoring form must be returned by either post clearly marked ‘Job Application’ or by email to [fsaca1@hotmail.com](mailto:fsaca1@hotmail.com) by **12 noon** on Monday 3rd March 2025.

**FSCAA**

**Equal Opportunities Monitoring Form**

We are an Equal Opportunities employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.To demonstrate our commitment to equality of opportunity in employment, we need to monitor the community background of our employees, as required by the Fair Employment (NI) Order 1998.

**1. Perceived Religious Affiliation**

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| --- | --- |
| I am a member of the Protestant community |  |
| I am a member of the Roman Catholic community |  |
| I am a member of neither the Protestant nor Roman Catholic community |  |

**2. Gender**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please indicate whether you are: | Female |  | Male |  |

**3. Disability**

In line with the Disability Discrimination Act 1995, a disability is defined as “a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities”

Having read this definition, do you consider yourself to have a disability?

Yes  No 

1. **Age Band**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| *16 – 20* |  | *21 – 30* |  | *31 – 40* |  | 65+ |  |
| *41 – 50* |  | *51 – 60* |  | *61 – 65* |  |  |  |

***5. Cultural/Ethnic Origin***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *White* |  | *Pakistani* |  | *Chinese* |  |
| *Traveller* |  | *Black/African-Caribbean* |  | *Indian* |  |
| *Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | | | |