

**Foróige: Youth Work Administration Officer, Volunteer Activation Fund**  
**(<https://www.activelink.ie/node/113057>)**



**JOB TITLE: Youth Work Administration Officer, Volunteer Activation Fund**  
**Job Reference: FRGJOB\_1083**

Foróige is the National Youth Development Organisation, which promotes and fosters youth development through the operation of various youth services in urban and rural areas throughout the country. Foróige is currently recruiting for the following position:

**YOUTH WORK ADMINISTRATION OFFICER**

**Project Summary**

The successful candidate will ensure that volunteer information is gathered, processed and updated as required and will support staff with administration including garda vetting and reference check for volunteers; volunteer retention measurement and social media post creation.

**The successful applicant will have the following essential requirements;**

- Education suitable to the role (minimum Level 7 qualification)

**Please view the Job spec for full list of requirements.**

**([https://www.foroige.ie/sites/default/files/frgjob\\_1083\\_youth\\_work\\_administration\\_officer\\_volunteer\\_activation\\_fund.pdf](https://www.foroige.ie/sites/default/files/frgjob_1083_youth_work_administration_officer_volunteer_activation_fund.pdf))**

Applications for the above vacancy should be made by way of Foróige Application form which is available [here \(https://foroige.tfaforms.net/4909941?jid=a2PQB000000JKxV2AW\)](https://foroige.tfaforms.net/4909941?jid=a2PQB000000JKxV2AW).

The full job spec and Foróige application form are available to download from our website [www.foroige.ie \(http://www.foroige.ie\)](http://www.foroige.ie)

**The deadline for returning completed application forms is Thursday 23rd of January at 12pm**

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

**Region**

Co Mayo or Co Galway / TBC

**Date Entered/Updated**

13th Jan, 2025

**Expiry Date**

23rd Jan, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/children-youth/113057-foroige-youth-work-administration-officer-volunteer-activation-fund>