

**Foróige: Coordinator (Part Time), Sligo Comhairle na nÓg**  
**(<https://www.activelink.ie/node/115053>)**



**JOB TITLE: PART TIME COORDINATOR - SLIGO COMHAIRLE NA NÓG**  
**([https://www.foroige.ie/sites/default/files/frgjob\\_1165\\_part\\_-\\_time\\_coordinator\\_sligo\\_comhairle\\_na\\_nog.pdf](https://www.foroige.ie/sites/default/files/frgjob_1165_part_-_time_coordinator_sligo_comhairle_na_nog.pdf))**

**Job Reference: FRGJOB\_1165**  
**PROJECT: SLIGO COMHAIRLE NA NÓG**  
**TYPE OF CONTRACT: ON-GOING**  
**NO OF HOURS: 14 HOURS PER WEEK MINIMUM**  
**LOCATION: SLIGO**  
**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**

Foroige, in partnership Sligo County Council, wish to employ a dedicated professional youth worker to support and ensure the continued development of Comhairle na nÓg towards standards of excellent practice. Foróige as a youth development organisation recognises the potential, uniqueness and dedication of young people and recognises the opportunity in Sligo Comhairle na nOg to bring about change for young people and for young people to make a positive contribution to society. The democratically elected Sligo Comhairle na nOg represents young people in the decision-making process on issues and policies that affect them locally, regionally and nationally.

The Sligo Comhairle Co-ordinator will progress the participation agenda within the county through the establishment and maintenance of structures that will allow for meaningful participation for young people. The Part Time Coordinator will assist the Comhairle na nOg participants in highlighting and progressing issues that affect young people. He/ She will plan for, organize and facilitate regular meetings of the comhairle, of sub groups and working group meetings. The Part Time Coordinator will ensure that an inclusive forum is provided to young people to identify and discuss issues; develop an agreed work programme and prioritise topics for working on. S/He will work with the comhairle to enable them to gain the necessary knowledge and skills to effectively progress the chosen topics. The co-ordinator will develop, maintain and work with key people in the education sector, the youth sector, the community sector, appropriate agencies and key decision makers in the county that represent young people. This will involve coordinating consultations between the comhairle and such agencies, so they can work together to achieve common objectives. The Co-ordinator will work to ensure that the voice of young

people is widely represented on relevant committees, is a positive voice in the wider community and a strong advocate for young people.

## **KEY RESPONSIBILITIES**

The duties of the Part Time Coordinator shall be notified by the Board of Foróige and/or its Chief Executive or nominee. These duties will include:

### **Ensure that regular meetings of Sligo Comhairle na nOg take place :**

- The Part Time Coordinator will be responsible for organising, planning and facilitating meetings of the Sligo Comhairle na nOg and will assist the members in drawing up meeting agenda and organising necessary requirements for meetings.

### **Progressing key issues identified by Sligo Comhairle na nOg:**

- The Part Time Coordinator will work with the Comhairle to build their capacity to enable them to identify and research issues of concern to young people, agree a work programme and prioritise areas of work on an ongoing basis.
- The Part Time Coordinator will enable the development of the capacity of the Comhairle to carry out their role in terms of representing the views and perspectives of young people in Sligo on decision-making structures at local and national levels. He/ She will provide training, support, advice and guidance to members empowering them to become effective leaders.

### **Promotion of Sligo Comhairle na nOg:**

- The Part Time Coordinator, with the Comhairle, and the support of the Foróige Communication and Marketing Team, will look for opportunities to positively promote Sligo Comhairle na nOg throughout the county as a forum for progressing youth issues in a participative way.

### **Empowering young people to be fully involved in Sligo Comhairle na nOg :**

- The Part Time Coordinator will support Sligo Comhairle na nOg in their committee positions.
- Provide ongoing training and support to Comhairle

### **Supporting the Functions of the Expert Advisory Committee and Developing Links with Key Agencies:**

- Sligo Comhairle has a wide ranging and well represented Expert Advisory Committee. This Committee will continue to be utilised as a resource in supporting the work of the Sligo Comhairle na nOg. The employed Co-ordinator will be involved in the organisation of meetings, contact with relevant agencies and support of members who will be presenting at the meetings.
- The Part Time Coordinator will link, examine and establish effective working relationships with agencies that have a remit for youth, particularly those who can support members and can develop links for the Sligo Comhairle na nOg in trying to bring about change in relation to the key issues they are working on.
- The Co-ordinator will continue to develop links within the Local Authority in relation to the Sligo Comhairle na nOg particularly in relation to policy development.
- The Part Time Coordinator will liaise with agencies to ensure appropriate engagement with young people in the Comhairle.
- The Part Time Coordinator will work to ensure that agencies are aware of opportunities to consult with the Comhairle.

### **Co-ordination of meetings, AGM, Agenda days, events and seminars:**

- The Part Time Coordinator will work to support the Comhairle in the planning and coordination of meetings, the Annual Youth Conference, events and seminars that are an integral part of the Sligo Comhairle na nOg. The Co-ordinator will organise the AYC, and will link in with schools and youth groups in relation to promotion of the event. The Part Time Coordinator will work to enable and encourage the active participation of all groups of young people. The Co-ordinator will work with facilitators in relation to content of the day and will deliver the follow up report to participants and Expert Advisory Committee. He/ She will organise venues, refreshments and travel for meetings, events and for the AYC.

- The Part Time Coordinator will facilitate and organise elections to Sligo Comhairle na nOg
- Training can be provided to youth facilitators from the Comhairle who will act as facilitators for AYC's, etc., thus promoting youth development and participation. Additionally, it may be possible to team up an adult and Comhairle to co-facilitate, thereby providing a positive mentoring relationship.
- The co-ordinator will work with the Comhairle in formalising an action plan/agenda of work using the recommendations which arise from consultation with young people.
- Additionally, it will be important to work at including seldom heard young people in AYC/ events and seminars. These young people will be supported to attend and participate.

## **Ensure active participation of young people from Sligo in local and national structures :**

- The Part Time Coordinator will work closely with the Comhairle to ensure their full participation on local committees, working groups and in the national showcase event.
- The Part Time Coordinator will support the selection of candidates for National Dail na nOg as well as facilitating their attendance at delegate training and the national Dail na nOg event.

## **Administration of Project:**

- The Part Time Coordinator, with the support of Foróige management will carry out all administrative responsibilities of the post including report writing in relation to Sligo Comhairle na nOg.

## **PROFESSIONAL QUALIFICATIONS AND EXPERIENCE:**

(E) = Essential; (D) =Desirable

- Education to National Diploma or Degree standard (note: candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications) (E)
- A minimum of 2-year relevant work experience (E)
- Paid or voluntary, experience working with young people (E)
- Access to car and full driving licence (D)
- An understanding of the nature of youth work and Youth and Community work methodologies(D)
- An understanding of youth and community work in the local area(D)

## **PERSON SPECIFICATION**

### **(all essential requirements)**

- 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 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**

**Medical:** The successful candidate will be required to complete a medical questionnaire / pre-employment medical examination.

**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.

**Funding:** It must be understood that if the funding for the post is discontinued the post holder's contract may be terminated.

**Hours of work:** The Part Time Coordinator will be expected to work a minimum of 14 hours per week. The position will require flexibility in relation to working hours. It is expected that the Part Time Coordinator will work late evenings and some weekend work.

**Salary:** The salary for this position will be based off of the Foróige Youth Officer salary scale: €37,436, €38,994, €40,552, €42,113, €43,671, €45,235, €46,798, €49,127, €51,457. The starting salary for this role will be point 1 on the scale.

**Base:** The employment base will be in Sligo – exact location to be confirmed upon appointment.

**Travel:** This post will involve domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate Foróige rates.

**Annual Leave:** The Part Time Coordinator will be entitled to 29 days annual leave (pro rata) per year plus public holidays. The needs of the job must be considered when applying to take this leave.

## Applications:

Please apply using the Foróige Job Application Form which is available [here \(https://foroige.tfaforms.net/4909941?jid=a2PQB000000LF5h2AG\)](https://foroige.tfaforms.net/4909941?jid=a2PQB000000LF5h2AG).

Closing Date - 24th of April at 12pm

### Region

Co Sligo

### Date Entered/Updated

14th Apr, 2025

### Expiry Date

24th Apr, 2025

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