



# GAISCE THE PRESIDENT'S AWARD

## **GAISCE - THE PRESIDENT'S AWARD / JOB SPECIFICATION**

**Position: Development Officer**

**Reporting to: Operations and Development Manager**

**Contract: Fixed-term position for 3 years**

**Office Location: Dublin**

### **Position Summary**

Gaisce - The President's Award is seeking an enthusiastic, confident and self-driven person to engage and support organisations who wish to deliver the Gaisce programme. The position holder will work within the Operations Team with a number of other Development Officers. Whilst this position primarily liaises with organisations, their staff and volunteers, a clear understanding and experience in youth work and/or youth services would be an advantage. This position requires a youth centred person with strong people, facilitation and organisational skills.

### **About Gaisce - The President's Award**

Gaisce - The President's Award is a self-development programme for young people which enhances confidence and wellbeing through participation in personal, physical and community challenges. Gaisce is a direct challenge from the President of Ireland to young people aged 15-25 to dream big and realise their potential. Gaisce is non-competitive and self-directed. Participants choose their own activities and goals with the support of a trained adult mentor, their President's Award Leader (or PAL). The Gaisce programme is delivered by over 1,200 PALs working and volunteering in a variety of organisations across Ireland (Gaisce Award Partners). There are three levels of Gaisce - Bronze, Silver and Gold. The more time and energy participants give, the greater their reward. For more information about Gaisce, please visit [www.gaisce.ie](http://www.gaisce.ie).

## **The Role**

Reporting to the Operations and Development Manager and working within the Operations Team, the role of the Development Officer is to support current Gaisce Award Partners and PALs, and to grow the reach of the programme through creating and supporting new relationships.

## **Main Duties and Responsibilities**

Working primarily within an assigned geographic area, and across different sectors, the main duties are:

- Be the point of contact and support for Gaisce Award Partners and PALs within the assigned area;
- Support newly-trained PALs as they recruit Gaisce participants and mentor them through their Gaisce journey;
- Deliver PAL training;
- Write reports and updates for Line Manager, funders and other stakeholders as directed;
- Work closely with the Operations Team to ensure broader systematic and strategic support for all Gaisce Award Partners and PALs;
- Work with colleagues to identify trends in the support needs of Gaisce Award Partners and PALs and develop innovative and creative solutions;
- Grow the reach of the Gaisce programme through creating and supporting new relationships with organisations that can deliver the programme;
- Promote and present on the Gaisce programme to third-parties;
- Take an active role in Gaisce events and award ceremonies;
- Undertake other duties as may be reasonably required from time to time, commensurate with the nature of the post;
- Act in the best interest of Gaisce and in line with the vision and mission of the organisation.

## **Person Specification**

### ***Skills / Experience (Essential)***

- Professional qualification / relevant degree and min. 3 years' experience in a similar role. (In line with Gaisce's current strategic priorities, we are especially interested to hear from individuals with knowledge and experience in youth work and community development. Note: the role, in general, will not involve working directly with young people).
- Broad knowledge of the education sector [schools, Youthreach, CTCs, third level etc].

- Familiarity with the wider community and voluntary sector.
- Demonstrable ability to build and maintain relationships with a diverse range of stakeholders.
- Excellent interpersonal, verbal and written communication skills (in English).
- Excellent organisational, presentation and planning skills.
- Strong IT skills (familiarity with Salesforce or similar CRM an advantage).
- Strong strategic, analytical and evaluation skills.
- A full driver's licence and access to a car.

### ***Skills / Experience (Desirable)***

- Familiarity/understanding of the National Standards Quality Framework (NQSF).
- Volunteer management training.
- Familiarity with the Gaisce programme.
- People management (volunteers).
- Competency in the Irish language.
- Train the trainer qualification (ability to facilitate, present to and train groups. If no qualification, willingness to undertake training).

### ***Personal Attributes***

- Commitment to empowering young people to fulfil their potential.
- Self-starter and team-player.
- Motivated.
- Positive outlook.
- Flexible.
- Confident.

### **Key Relationships**

Reporting to the Operations and Development Manager, the successful candidate will work closely with other members of the Gaisce team, especially the Operations Team.

### **Terms**

This is a 3-year fixed term appointment with a 6-month probationary period.

The salary will commensurate with experience.

The appointment is covered by the Single Public Service Pension Scheme and membership of the scheme will be compulsory for the successful candidate (PRD/'pension levy' is applicable). There is a holiday entitlement

of 25 days in the first twelve months, excluding public holidays. Some travel and activities on evenings and at weekends will be necessary from time to time.

### **Application**

Applications for the post are by application form only which should be sent either by email to [recruitment@gaisce.ie](mailto:recruitment@gaisce.ie) with the subject line 'Ref: Development Officer Application' or by post in an envelope (marked 'Private & Confidential & Ref: Development Officer Application') to: The Operations and Development Manager, Gaisce - The President's Award, Ratra House, North Road, Phoenix Park, Dublin D08 YD62. Queries can be addressed to the same email address.

Closing dates for applications is strictly **5pm Monday 1<sup>st</sup> October 2018** with a view to interviews being held on the 12<sup>th</sup> October. If invited, Candidates are expected to make themselves available on the interview date scheduled by Gaisce.

All applications received within the deadline will be screened against the role requirements and the person specification. As the work involves contact with young people, candidates under consideration for the role will be subject to Garda vetting. The successful candidate will undergo 2 reference checks before commencing employment.

**Gaisce, Gradam an Uachtaráin - the President's Award** is committed to best practice and operates on the basis of equal opportunities. Applications are therefore invited from all suitably qualified and eligible candidates. Appointment will be based solely on merit and canvassing will disqualify.