

GAISCE - THE PRESIDENT'S AWARD / JOB SPECIFICATION

Position: Project Officer

Reporting to: Project Manager

Contract: Fixed-term position for 1 year with opportunity for an extension [subject to funding]

Location: Temporary remote working from home due to COVID-19, then subsequently working from our Dublin office (travel will be necessary).

Gaisce is seeking an enthusiastic, proactive, and committed Project Officer to join our team and increase accessibility to the Gaisce Award programme, particularly amongst 'hard to reach' young people. The ideal candidate will have an interest in accessibility, inclusion and diversity and a keen interest in developing the reach of the Gaisce programme. With proven experience in development positions and highly effective networking skills, the candidate will have the ability to successfully promote and recruit new President's Award Leaders to support young people participating in the Gaisce Awards from marginalised groups, particularly Garda Youth Diversion, probation, intervention, detention, and young people living in direct provision. The ideal candidate is a self-starter and will be able to identify areas for development for the Gaisce Awards.

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 all young people aged 14-25 to dream big and realise their potential. Gaisce is non-competitive and self-directed: participants are encouraged to choose their own activities and goals with the support of their President's Award Leader (or PAL). There are more than 1,200 active PALs across Ireland, working or volunteering in a variety of organisations that deliver the Gaisce programme (Gaisce Award Partners), from schools to youth services, from youth organisations to sports clubs, from private enterprises and third-levels, to the prison and probation service. PALs are the heart and centre of Gaisce and without them, Gaisce simply would not exist.

There are three levels of Gaisce – Bronze, Silver and Gold. Since its inception in 1985, more than 190,000 Gaisce Awards have been achieved across all levels and, today, ca. 25,000 young people register to pursue their Gaisce Award annually. For more information about Gaisce, please visit www.gaisce.ie.

The Role

The Project Officer will work across various projects to grow the reach of Gaisce by creating and supporting new connections, as well as building on current relationships with key stakeholders. The initial focus for the role is on recruiting and supporting organisations working with young asylum seekers and organisations working with young people in youth justice (Garda Youth Diversion, Probation, Intervention, Detention). The position will also involve being assigned development work and projects supporting other access and inclusion gaps in our programme delivery. The role will include coordinating activities, workshops, and sessions that supports development work.

Main Duties and Responsibilities

- Support the development of the Gaisce programme in the youth justice sector and migrant sectors in the first instance, and thereafter other marginalised groups that may be assigned
- Access and work with organisations to support their delivery of the Gaisce Award
- Facilitate both online and in person information and/or support sessions with a variety of stakeholders
- Partake in various network meetings across the country with key stakeholders
- Increase the number of participants registering and completing Gaisce Awards in relevant organisations and programmes to set targets
- Be the primary point of contact for Gaisce Award Partners (GAPs) and PALs within the scope of assigned projects
- Support newly trained PALs and Gaisce Award Partners as they recruit Gaisce participants
- Develop and deliver progression opportunities from Bronze, to Silver to Gold
- Promote and present on the Gaisce programme to third parties
- Prepare and report on your individual work plan as directed by your Line Manager, and in accordance with the organisational strategy and annual work plans
- Work closely with the Operations Team to ensure broader support for all Gaisce Award Partners and PALs, as well as supporting other organisational events
- 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
- Deliver PAL training, if required

Person Specification

Skills / Experience (Essential)

- Professional qualification or relevant degree (note: candidates with exceptional relevant work experience may also be considered in lieu of degree qualifications)
- A minimum of 3 years' relevant work experience
- Full Irish driver's licence and access to a car as the position requires regular travel
- Knowledge and previous experience developing engagement with youth justice organisations and other organisations working with hard to reach young people
- Demonstrate network of contacts and knowledge of key stakeholders within relevant organisations
- Strong interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain sustainable effective working relationships both inside and outside the organisation.
- Excellent organisational, planning and report writing skills (in English)
- Strong IT skills e.g. Microsoft word, Microsoft excel, Microsoft Teams PowerPoint, Zoom and other communications and management software
- Ability to manage several workflows simultaneously, work autonomously, take initiative, and work proactively
- Strong presentation skills

Skills / Experience (Desirable)

- Familiarity with the Gaisce programme
- Good analytical skills
- Experience using Salesforce
- Experience of facilitation, training, or event management both online and in person
- Train the trainer qualification
- Fluency in the Irish Language

Personal Attributes (Essential)

- Commitment to empowering young people to fulfil their potential.
- Self-starter and proactive
- Works well within a team
- Motivated and creative
- Positive outlook and solution focused
- Flexible and able to adapt to new directives
- Effective time management skills

Key Relationships

Reporting to the Project Manager (subject to change), the successful candidate will work closely with other members of the Operations Team as well as other Gaisce staff.

Terms

This is a 1-year fixed term appointment. There is a 6-month probationary period. There may be the opportunity to extend the contract beyond one year, which is subject to available funding. The starting salary for this position is €35,000. The appointment is covered by the Single Public Service Pension Scheme and membership of the scheme will be compulsory for the successful candidate. There is a holiday entitlement of 25 days in the first twelve months, excluding public holidays. Hours of work are 35 hours per week. This role involves some travel in Ireland, travel and expenses will be paid in accordance with appropriate Gaisce rates.

How to Apply

Please send your completed and signed application form, by email (digital signature) to recruitment@gaisce.ie ('Ref: Project Officer Application'). Due to Covid-19 applications can only be accepted via email. No CV'S will be accepted as part of this application process.

The closing date for applications is strictly 12pm on Friday 15th of January 2021.

Interview Process

Interviews will be held on the 27th or 28th of January 2021 via Zoom (video call) – dates may be subject to amendment. Successful interview applicants are responsible for ensuring they are available for interview dates offered and to have the relevant equipment to participate in an online video call in advance of their interview. We regret that feedback will not be provided to unsuccessful interview candidates. All applications received within the deadline will be screened against the role requirements and the person specification. As the work involves some engagement with young people, candidates under consideration for the role will be subject to the Garda vetting process. The successful candidate will also be required to provide 2 references. Any offer of employment is conditional upon satisfactory Garda Vetting and reference checks.

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.



YOUR WAY: YOUR AWARD