

Job Specification

Job Title	Development Officer (part-time) - <i>maternity leave cover</i>
Reporting To	Head of Operations and Development (may be subject to change)
Contract	Fixed term contract (temporary) for 2.5 days per week
Development Areas and Working Hours	<p>We are <u>ideally</u> seeking a candidate who is based in the west of Ireland or has a strong network in that area.</p> <p>The post holder territory will comprise the area covering development work in Donegal, Sligo, Mayo, and Galway primarily. The position will require some travel (own transport required) throughout this territory. There can be flexibility around hybrid working (depending on home location) provided the appointed candidate has proper remote working facilities in place including their own high-quality broadband connection and a quiet and appropriate office space to carry out duties undisturbed (subject to meeting business needs and remote work assessment). A part of the role the post holder will be required to attend scheduled team or full staff meetings in the main office.</p> <p>Hours of work are 17.5 hours per week on a consistent specified schedule of hours agreed between 9am and 5.30pm Monday to Friday (e.g., 5 mornings per week or the same 2 full days and a half day) with occasional evening or weekend work.</p>
Salary	The Salary is €17,000 per annum
Probationary Period	6 Months
Benefits	25 days annual leave pro rata (based on part-time hours) Mandatory joining of the Single Public Sector Pension scheme
Application Deadline	The application deadline is strictly <u>12 noon on Monday May 16, 2022</u> . Late application will not be accepted.
Queries and submission of your application	<p>The Completed application form must be submitted by email (digital signature) to recruitment@gaisce.ie (Subject Reference ‘Development Officer PT Application’).</p> <p>CVs or additional documents <u>will not</u> be considered.</p>

About Gaisce

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.

To date, more than a quarter of a million young people across Ireland have achieved their Gaisce Award. More than 20,000 young people register with us to pursue their own Gaisce Award journey annually.

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 Awards are non-competitive and self-directed: participants are encouraged to choose their own activities and goals with the support of their President’s Award Leader (PAL).

There are more than 1,200 active PALs across Ireland, working or volunteering in a variety of Gaisce Award Partners (GAPs i.e., organisations that deliver the Gaisce programme). GAPs include schools and third level institutions, youth services, community organisations, sports clubs, private enterprises, as well as the prison and probation service.

There are three levels of Gaisce Award - Bronze, Silver, and Gold.

Operations and Development Team

The post holder will report to the Head of Operations and Development (subject to change) and will work primarily with staff on the Operations and Development team liaising on a day-to-day basis with a Team Leader. This team supports the delivery of the Gaisce programme, liaising and engaging with President’s Award Leaders (PALs), Gaisce Award Partners (GAPs), Gaisce participants and programme delivery partners. The team supports the delivery of Gaisce in schools, colleges, second chance education, adult education, disability groups, youth services, business, young people in youth justice programmes and many more. The team leads on several access and diversity projects supporting Global Citizenship, the Award in custody, LGBTIQYA youth and young migrants. This team also delivers PAL training and other bespoke training, events and information sessions for PALs and participants.

Whilst each member of the team has well-defined core responsibilities, the team is very close knit, and we work collaboratively to ensure the overall successful achievement of Gaisce’s Strategic Plan and shared goals. In practice, this will mean the post holder connecting and collaborating with other members of the wider Gaisce team in carrying out some of their functions.

Wellbeing is also especially important to us in Gaisce, so we plan fun staff away days to see how we are doing, coffee mornings for non-work chats, and other relevant sessions to

support each other. Professional Development for staff is also a priority within the means of the organisation.

Everything we do is driven by our core values: Empowerment, Inclusion and Equality, Respect, and Excellence. We are committed to ensuring these core values are embedded across all areas of our work, and in our practice and processes. We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion/belief system, socio-economic background, or sexual orientation.

Overview of the role of the Development Officer (Job Description)

The Candidate

Gaisce is seeking an enthusiastic, initiative-taking, and committed part-time Development Officer based in the west of Ireland to join our team and increase accessibility to the Gaisce Award programme. The ideal candidate will have an in developing the reach of the Gaisce programme and enjoy the opportunity to engage with and encourage organisations to sign up new Gaisce participants. With proven experience in development positions and highly effective interpersonal and 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 in schools, further education, youth groups and services, community groups and other organisations supporting young people aged 13 to 25 years old. The ideal candidate is an enthusiastic self-starter who can collaborate with colleagues and will be able to identify areas for development for the Gaisce Awards. We are seeking a candidate with a minimum of 3 years’ relevant expertise who can demonstrate strong accountability, leadership, and the ability to deliver upon development goals.

Principal Responsibilities of the Development Officer

Main Duties and Responsibilities

Working primarily within a given special project, geographic and/or sectoral area, which can be subject to amendment, the core duties and responsibilities are:

- Develop and grow the reach of the Gaisce programme by supporting current PALs in Gaisce Award Partners (schools, youth organisations, community organisations etc.,) delivering Gaisce.
- Explore the potential of Gaisce in your areas and develop and activate new Gaisce Award Partners.
- Support newly trained and current PALs and reengage non-active PALs.
- Be the point of contact for Gaisce Award Partners and PALs within an assigned area.
- Complete general duties in relation to PAL/ GAP management, recruitment activities and other supports.
- Identify trends and priorities supporting the needs of Gaisce Award Partners and PALs.
- Development and deliver progression opportunities from Bronze Award to Silver Award to Gold Award.

- Work closely with the Operations Team to ensure broader support for all Gaisce Award Partners and PALs.
- Maintain, support and update CRM/On-line Systems for all aspects of development work.
- Deliver on annual development work targets.
- Provide regular reports and updates including stats and analysis on annual targets to your Line Manager.
- Prepare and report on your annual work plan as directed by your Line Manager and in accordance with the overall strategy and organisations work plan.
- Support special projects within your plan work plan, as assigned.
- Promote and present on the Gaisce programme to third parties including the delivery and/or the support of PAL training.
- Manage and support volunteers.
- Support Gaisce events, training, and 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 values, vision, and mission of the organisation.

Qualifications, Skills and 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 in similar position.
- Previous experience and a good working knowledge and understanding of organisations engaging young people aged 13 to 25 years old in the education, youth, voluntary and community sectors.
- Full Irish driver’s licence and ownership/access to a car as the position requires regular travel
- Demonstrate network of contacts and knowledge of key stakeholders within relevant organisations required for this role, particularly the counties outlined above for the west of Ireland.
- Strong people 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., Salesforce, Microsoft word, Microsoft excel, Microsoft Teams PowerPoint, Zoom and other communications and work management software.
- Ability to manage several workflows simultaneously, work autonomously, take initiative, and work proactively
- Strong presentation skills

Desirable:

- Familiarity with the Gaisce programme.
- Good reporting and written skills
- Experience of facilitation, training, or event management both online and in person
- Train the trainer qualification
- Fluency in the Irish Language
- Outdoor education

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

Gaisce’s Core Competency Framework

Gaisce has identified six key abilities required across the organisation to ensure the organisation can deliver and excel. These are:

- Communication
- Personal & Professional Development
- Planning, Scheduling and Delivery
- Problem Solving
- Relationship Building
- Teamwork

How to Apply

Applications can only be accepted via email. Therefore, please send your completed and signed application form, by email (digital signature) to recruitment@gaisce.ie (Subject Reference ‘Development Officer PT Application’). **CVs or additional documents will not be considered.**

The closing date and time for applications is strictly by **12 noon Monday May 16, 2022.** Late applications will not be accepted.

Interview Process

Interviews will be held the week of May 24, 2022, via Zoom (video call) – dates may be subject to change at the discretion of Gaisce. Candidates for subsequent interviews may be asked to attend in person. Successful interview applicants are responsible for ensuring they are available for any 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 applicants not selected for interview. 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 two references. Any offer of employment is conditional upon satisfactory Garda Vetting and reference checks. Ideally the successful candidate can commence in the role in June 2022.

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.

Definitions

GAP	Gaisce Award Partner
PAL	President’s Award Leader
Awardee	A Gaisce participant who has received their Award, across any level of Gaisce – The President’s Award
Participant	A young person undertaking their award at any level, Bronze, Silver or Gold

The above job description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time.