



Job Specification

Job Title	Development Officer (full-time)
Reporting To	Head of Operations and Development (subject to change)
Contract	1-year fixed term contract (with opportunity for extension, funding dependent)
Place of Work	Gaisce HQ at Ratra House in the Phoenix Park. Gaisce is currently piloting a hybrid working policy (candidate must have suitable work from home space with high quality broadband). The Candidate must be based in or within a short commutable distance of Dublin as much of the development work focus for this role is required for organisations in around the Dublin region.
Hours of Work and Working Hours	Hours of work are 35 hours per week, excluding lunch. Normal working hours are between 9am and 5pm Monday to Friday with occasional weekend and evening work.
Salary	The starting salary for the minimum requirements of the role being met is €35,000 - further consideration shall be commensurate with the knowledge and experience of the successful candidate.
Probationary Period	6 Months
Benefits	<ul style="list-style-type: none"> • 25 days annual leave • Single Public Sector Pension scheme (mandatory) • Bike to Work Scheme • Training and Development • Gaisce's time off in lieu (TOIL) policy applies to this position
Application Deadline	The application deadline is strictly <i>12 midnight on Sunday 28th of August 2022</i> . Late applications will not be accepted.
Queries and submission of your application	The completed application form must be submitted by email (considered your digital signature) to recruitment@gaisce.ie

	(Subject Line: 'Development Officer Application'). <i>CVs, incorrect forms, or additional documents <u>will not</u> be considered.</i>
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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. 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. Gaisce staff do not deliver the Gaisce Award directly to young people and main engagement of Development Officers is with adults supporting young people in youth organisations. 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, LGBTIQ 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 Development Officer based 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 (PALs) 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 14 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 and targets.

Principal Responsibilities of the Development Officer

Main Duties and Responsibilities

Working primarily within an assigned geographic and/or sectoral area, which can be subject to amendment from time to time based on the needs of the organisation, the core duties and responsibilities of the Development Officer role are:

- To study and understand all aspects of the Gaisce Award programme.
- 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 the assigned geographic and/or sectoral area 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, projects, 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 of PAL training, if assigned.
- 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 14 to 25 years old in the education (schools and third level), 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 in the Dublin region.
- 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)
- Highly competent IT skills in Salesforce (or similar CRM), Microsoft word, Microsoft excel, Microsoft Teams, PowerPoint, Zoom.

- Ability to manage several workflows simultaneously, work autonomously, take initiative, and work proactively
- Strong presentation skills
- Effective and collaborative Team member

Desirable:

- Familiarity with the Gaisce programme.
- Fluency in the Irish Language
- Experience of facilitation, training, or event management both online and in person
- Train the trainer qualification
- Non-formal learning knowledge and understanding

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 2022 Application'). Only the official application form with the requested information will be accepted. **CVs or additional documents will not be considered.**

The closing date and time for applications is strictly by 12 midnight Sunday 28th of August, 2022. It is the sole responsibility of applicants to ensure Gaisce has received their application form. **Late applications will not be accepted.**

Interview Process

Interviews will be held in mid-September, via Zoom (video call). Candidates for subsequent interviews will be asked to attend in person. Successful interview applicants are responsible for ensuring they are available for any interview dates offered and, where relevant, to have the equipment to participate fully 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 work references, including their current employer. Any offer of employment is conditional upon satisfactory Garda Vetting and reference checks. Ideally the successful candidate can commence in the role as soon as possible.

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.