

JOB DESCRIPTION

Job Title:	Innovation & Voice Programme Officer
Duration:	24 months (fixed term), with possible extension subject to funding
Hours:	35 hours per week (The post holder will be expected to work flexibly to meet the needs of the post – some evening/ weekend work will be required)
Responsible to:	Head of Innovation & Voice
Salary:	NJC points 23 - 25 (£26,999 - £28,785) - starting on point 23
Location:	The post will be based in the Foundation's Belfast Office

Role Description

This is an exciting and important new role in the Foundation. The Innovation & Voice Programme Officer will support programme development and delivery within the Community Voice and Social Innovation components of the Foundation's new strategy. Working closely with the Head of Innovation & Voice as well as colleagues across the organisation, external partners and grantees the role will have wide ranging duties including grant-making, project management, event organisation, administration and communications.

The Foundation's work within Innovation & Voice currently comprises three major programmes:

1. Civic Innovation Programme - commencing January 2020 this programme aims to stimulate and support new initiatives that put the public at the centre of decision-making
2. Techies in Residence Programme - matches voluntary, community and social enterprise (VCSE) organisations with digital technology partners to develop new technology products for social impact
3. Community Innovators Programme - uses a creative problem-solving approach to support VCSE organisations in identifying and delivering new solutions to community challenges

About You

At the heart of our staff team, you will be someone who is motivated and committed to our values and our vision and mission. You will have excellent communication skills, with the ability to deal with people from diverse backgrounds and be great at building relationships with staff and external stakeholders. You will have an interest in creativity and innovation and an ability to be adaptable and collaborative, working together in partnership with grantees and others to achieve mutual goals. We expect you to have a track record in grant-making and/or project management with knowledge of the VCSE sector environment. You will need strong administrative skills, be highly organised and proactive, with the ability to plan and manage your time effectively. At times you will need to prioritise your work and be able to work under pressure. We expect all our staff to have strong IT skills and be competent in using MS Office or G Suite and databases.

In each of the areas detailed; we also expect that you will quickly identify improvements and efficiencies; that your voice will be key in helping us see how we can do things better. We will continually be listening to you for ideas about how we can live our culture and deliver greater impact.

Main Responsibilities:

Across all of their work the Innovation & Voice Programme Officer will work closely with the Head of Innovation & Voice to support the overall delivery and strategic development of the Foundation's work in relation to social innovation and community voice.

The specific responsibilities of the Innovation & Voice Programme Officer will include:

Supporting Programme Delivery and Grant Management:

- Support the organisation and delivery of events, including workshops, conferences and learning visits - comprising event logistics, event administration and supporting event design and delivery
- Review and assess grant applications arising from programmes under the Innovation & Voice strategic areas, this will include using the Foundation's Salesforce CRM system to log applications, issue letters of offer and manage grants
- Arising from the above, work with the Head of Innovation & Voice to support grants panels through compiling relevant papers, organising meetings and making recommendations where required
- Building and maintaining strong and positive relationships with grantees, including ensuring grantees are aware of and fulfill relevant reporting requirements
- Conducting monitoring visits to funded projects, gathering stories and information, supporting them to address any challenges and capturing learning for sharing both internally and externally
- Coordination with the Foundation's Finance team to ensure timely and accurate payment of grants

- Contributing to internal monitoring and external evaluation of the programmes within the Social Innovation and Community Voice areas by identifying suitable data collection methods, undertaking some limited data collection and liaising with external evaluators, grantees and other stakeholders
- Liaising with external programme delivery partners to ensure strong and productive relationships are maintained and any challenges are identified and addressed early, including supporting procurement of new partners where needed by contributing to terms of reference, reviewing and scoring proposals

Communications, Networking and Influencing:

- Deputising for the Head of Innovation & Voice where necessary, including delivering presentations and public speaking on occasion
- Attending conferences and events both within and outside Northern Ireland to ensure the Foundation's Innovation & Voice work is both well represented and is engaged in relevant networks and learning opportunities
- Preparation of written content for the Foundation's website and other publications

Donor Care and Fundraising

- Contributing to the production of donor reports and to the maintenance of good donor relations
- Supporting the identification of potential new donors and preparing funding applications

Cross-organisational Working

- Help to ensure other departments and colleagues remain well informed about the Innovation & Voice work and have opportunities to participate and contribute
- Work collaboratively with colleagues across the organisation to identify and pursue opportunities for joint working
- Regularly updating and maintaining contacts on our CRM database, including supporters, potential donors and key influencer data;

Strategic Development

- Explore future programme development within the Innovation & Voice area including expansion or adaptation of existing programmes as well as possible new programmes or initiatives

General

All staff are required to:

- carry out their work in accordance with the organisational values and ensure that their behaviours are in keeping with our values of Generous, Thriving and Together;
- be aware of, understand and comply with all of the Foundations policies and procedures;
- manage their workload effectively while ensuring the efficient use of office resources and in particular G Suite (Google Apps) and the Foundation's database, Salesforce;
- maintain at all times the confidentiality of information received;
- carry out such other appropriate tasks and work as requested;
- attend and participate in staff meetings, team meetings and relevant training;
- attend some of the Foundation events each year.

This Job Description is not intended to comprehensively list the responsibilities of the post, but to indicate the main areas which at this stage appears to be the essential requirements of the post.

Innovation & Voice Programme Officer : Person Specification

	ESSENTIAL CRITERIA	ASSESSMENT
QUALIFICATIONS	At least 5 GCSE's (Grade A - C) including Maths and English;	Application
EXPERIENCE	<p>At least 2 years working in a grant-making, programme delivery or programme support role within a relevant field</p> <p>At least 2 years' experience within the past 5 years, of at least 3 of the following:</p> <ol style="list-style-type: none"> 1. Grant assessment and grant-making 2. Organisation and delivery of public events 3. Project management, including monitoring and report-writing 4. Writing funding applications and maintaining good donor relations 5. Working collaboratively with external organisations, through a partnership, network or consortium 6. Communications work including contributing to published articles and materials <p>Relevant experience and knowledge of the voluntary, community and social enterprise sector, particularly the current issues that the sector is facing.</p>	<p>Application, interview, including test/presentation</p> <p>Application, interview, including test/presentation</p> <p>Application, interview, including test/presentation</p>
KNOWLEDGE/ SKILLS	<p>The ability to communicate orally and in writing in a clear and concise manner, including writing reports.</p> <p>Strong IT skills including the ability to use IT systems to implement, manage and monitor processes and workloads.</p> <p>Knowledge of developmental, participatory or creative approaches to programme and project delivery, such as</p>	<p>Interview, including test/presentation</p> <p>Interview, including test/presentation</p> <p>Interview, including test/presentation</p>

	<p>co-design, community development, human-centred design or similar</p> <p>The ability to draw out the policy implications of complex programmes.</p> <p>Highly effective organisational and time management skills;</p>	<p>Interview, including test/presentation</p> <p>Interview, including test/presentation</p>
PERSONAL QUALITIES	<p>Enthusiastic and motivated.</p> <p>Committed to the Foundation’s vision, mission and values;</p> <p>A demonstrable interest in social innovation, community voice, or related themes</p>	<p>Interview, including test/presentation</p>
OTHER REQUIREMENTS	<p>Available to work occasional evenings and weekends.</p>	<p>Interview</p>
	DESIRABLE CRITERIA	
QUALIFICATIONS	<p>Degree in relevant discipline</p>	<p>Application</p>
EXPERIENCE	<p>Relevant experience of using a CRM database.</p> <p>Experience of working on political issues.</p> <p>Experience of working or volunteering in a charity;</p>	<p>Interview</p>

Summary of Main Terms and Conditions

- This is a full-time fixed term post for 2 years, subject to funding. Working hours are 35 per week, exclusive of meal breaks.
- The post will be based in the Foundation's Belfast Office, where normal office hours are Monday to Friday, 9.00 a.m. to 5.00 p.m. However, the post holder will be expected to work flexibly to meet the needs of the post – some evening/weekend work will be required.
- Holidays are 25 days annually (plus statutory & customary days).
- The post is subject to a probationary period of up to 6 months.
- The post-holder may be eligible for membership of the Foundation's Pension Scheme.
- The post-holder will be entitled to membership of the Foundation's HealthShield Employee Benefits Scheme.
- A car-parking space will **not** be provided at the Foundation's Office.

CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATIONS: 12.00 NOON ON FRIDAY 22ND NOVEMBER 2019.

Applications must be signed and completed in full. CV's will not be accepted.

Applications must be returned in hardcopy or by email to the Foundation's Belfast office to: Email:
pgourley@communityfoundationni.org
Paula Gourley, Community Foundation for NI, 6A Albert Street, Belfast, BT12 4HQ

The Community Foundation for Northern Ireland is an equal opportunities employer.