

JOB DESCRIPTION

Job Title	Development Officer - Peace Impact Programme
Duration	Fixed term contract to 31 st December 2021. May be extended subject to funding
Hours	35 hours per week
Responsible To	Director of Peacebuilding & Communities
Salary	NJC point 32 £35,745
Location	Home working and office working with heavy reliance on IT. You will be expected to travel extensively across Northern Ireland and if necessary Republic of Ireland.

Role Description

This is an exciting role in the Foundation. We are passionate about achieving our vision for a peaceful, prosperous, shared and just society. Our mission of connecting people who care to causes that matter is making a real difference and we want to do more. We want a society where everyone can prosper and live in peace; we want to encourage and support those who want to give and empower the local community to effect change.

We want to help communities thrive after the conflict and our work under the Peace Impact Programme (PIP) and the role of Development Officer is key in helping us achieve this.

The aim of the programme is ***'To build sustainable peace and prosperity in areas suffering from high levels of economic and social deprivation, where there are low levels of engagement in peace building and where the Peace Process has delivered limited benefits'***.

This cutting-edge programme aims to make a real difference in targeted communities where disaffected and alienated groups continue to lack voice or opportunity to positively engage with the 'peace process'. The issues identified in the Programme Aim are crucial to building a sustainable and inclusive peace process.

About You

You will be an approachable, dynamic and driven person who wants to help lead, grow and develop this important area of the Foundation's work and strategy.

At the heart of our success, you will be someone with experience in community development and grant management and will be adept at dealing with difficult and contentious issues across a range of communities under the broad Protestant/Unionist/Loyalist and Catholic/Nationalist/Republican categories. You will be creative in supporting groups to resolve difficult issues and diffuse tensions. You will work collaboratively with others and you will excel at managing relationships internally and externally, be able to develop trust and maintain high levels of confidentiality. The role requires you to have excellent communication and analytical skills, to be a strong team player, be passionate not only about the work but of the organisation and you will strive for excellence in all you do.

Main Responsibilities

The dynamic nature of our organisation, our responsiveness to funders, and the changing environment we work in mean it is not possible to list all the potential tasks in a job description. Your organisational tasks will also emerge from prevailing context, changing needs and external challenges. Broadly however you will be expected to:

Application Development & Grant Management

- Oversee and support the development of grant proposals;
- Support and encourage groups to look at longer term sustainability options to reduce reliance on PIP Funding and help them to identify funding to lever in additional resources to meet needs;

- Develop and review a regular action planning process with the groups, dovetailing with the monitoring system requested by the Funder, the International Fund for Ireland (IFI);

- Support groups to manage the impact of local conflict, threats and intimidation and negotiating ways forward with the groups to manage these issues and impacts;
- Identify problems and barriers, developing solutions and paths to progress in target areas;
- Build the capacity and confidence of the group not only to tackle complex and sensitive issues but to ensure good governance;
- Support funded groups to put in place evaluation and other management systems as required to meet the needs of the Programme.

Communications & Networking

- Identify themes and issues that could be discussed on a cluster basis with other PIP groups utilising the PIP network, developing support for one another across the network;
- To encourage contact and networking between local groups, other PIP projects, and relevant agencies to enhance programme objectives;
- Liaise with other community development support agencies such as statutory bodies, funding agencies, resource centres and training agencies to maintain up-to-date information on what is available and to inform groups and other team members of opportunities and resources;
- Report writing, responding to emails and communications promptly and efficiently;
- To help promote the work of the Programme and the Foundation.

Line Management:

- The role will require line management responsibilities for a small number of staff.

Monitoring Evaluation and Learning:

- Contribute to research and evaluation including supporting groups to monitor and evaluate their projects and take on board any learning for development;
- To monitor the impact of projects using IFI's designated evaluation system;
- To participate in the independent evaluation of the Peace Impact Programme;
- To assist the Director of Peacebuilding & Communities to provide updates on progress to IFI against the programme aims and objectives.

Strategy, Policy & Programme Development:

- Contribute to the development of the PIP Programme, its aims, objectives and selection criteria;
- Contribution to CFNI strategy;
- Contribution to other strategies, policies and initiatives as appropriate and relevant to the issues being addressed through the programme.

Financial Management:

- Work closely with the PIP Finance Officers to monitor project spend and report internally and to the Fund on project spend;
- Helping the Finance Officer to resolve finance issues and feeding issues back to the PIP Team;
- To support the Finance Officer in project forecasting and planning with the funded projects.

Engagement with the Fund:

- Attend and present at Joint Secretariat Meetings, Designated Board Member (DBM) meetings and other Fund meetings as requested;
- Assist the Director of Peacebuilding & Communities to provide timely responses to requests for information from the Fund;
- Input into progress and financial reports to the Fund and the Foundation;
- Present applications, Executive Summaries and any other required information to Fund committees.

Other Duties:

- Be aware of, understand and comply with all of the Foundations policies and procedures;
- Carry out your work in accordance with the organisational values and ensure that their behaviours are in keeping with our values of Generous, Thriving and Together;
- Maintain at all times the confidentiality of information received;
- To carry out such other appropriate tasks and work as requested by the Chief Executive of the Community Foundation for Northern Ireland
- Manage your workload effectively while ensuring the efficient use of office resources and in particular G Suite (Google Apps) and the Foundation's database;
- To attend regular supervisory sessions and programme team meetings as and when required and to be involved in other aspects of work related to the Programme as necessary;
- Attend and participate in staff meetings, team meetings and relevant training;
- Attend some of the Foundation events each year;
- Carry out such other appropriate tasks and work as requested.

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

Development Officer (PIP) - Person Specification

	ESSENTIAL CRITERIA	ASSESSMENT
QUALIFICATIONS	A degree or other third level qualification in a related discipline	Application
EXPERIENCE	<p>At least 8 years experience of working within a community development role/setting, 5 of which have been recent and paid.</p> <p>Significant recent experience (over 5 years) of dealing with sensitive or contentious issues within a community development setting</p> <p>At least 5 year's recent experience of establishing good working relationships with community groups; statutory agencies; government departments;</p> <p>3 years line management experience</p> <p>Experience of working across a range of areas, communities and 'constituencies' within Northern Ireland</p>	<p>Application, interview, including test/presentation</p> <p>Application, interview, including test/presentation</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>Excellent analytical and problem solving skills</p> <p>Excellent communication skills including the ability to communicate orally and in writing in a</p>	<p>Interview, including test/presentation</p> <p>Interview, including test/presentation</p> <p>Interview, including test/presentation</p>

	<p>clear and concise manner, including writing reports;</p> <p>Strong IT skills including the ability to use IT systems (Microsoft office or Google Apps) to communicate, implement, manage and monitor processes and workloads;</p> <p>Excellent administrative and organisational skills to include the ability to work independently and to tight deadlines;</p> <p>Highly effective organisational and time management skills;</p>	<p>Interview, including test/presentation</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 peacebuilding and community development</p> <p>The ability to work well as part of a team</p>	<p>Interview, including test/presentation</p> <p>Application, Interview, including test/presentation</p> <p>Application, interview, including test/presentation</p> <p>Application, interview, including test/presentation</p>
OTHER REQUIREMENTS	<p>Available to work occasional evenings and weekends.</p> <p>Full driving licence and access to a form of transport. Consideration will be given to alternative traveling proposals in respect of applicants with a disability who cannot hold a licence.</p> <p>At present, due to Covid 19, staff are working from home and travelling to meetings with funded groups at their premises as restrictions permit</p>	<p>Interview</p> <p>Application, interview</p>

	and if the groups are staff members are content to do so. We anticipate, as restrictions ease, that working from the office will increase. A large part of this role requires you to be working independently, but reporting regularly into the wider team.	
	DESIRABLE CRITERIA	
EXPERIENCE	Understanding and application of the Outcomes Based Accountability Model	Application, interview
	Relevant experience of using a CRM database.	Application, interview

Summary of Main Terms and Conditions

This is a fixed term post ending 31st December 2021. It may however be extended subject to funding.

Working hours are 35 per week, exclusive of meal breaks. Office hours are Monday to Friday 9.00am – 5.00pm inclusive of meal breaks. The post-holder will be required to be flexible and work unsocial hours, including evenings and weekends, to meet the needs of the post. The Foundation operates a Time Off In Lieu process to compensate for additional and/or unsocial hours worked.

Holidays are 25 days annually (plus statutory days). Staff also get a day off for their birthday.

The post-holder may be eligible for membership of the Foundation's Pension Scheme.

All staff are also supported by our health cash-plan and employee assistance programme.

The post is subject to a probationary period of up to 6 months.

CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATIONS: 12.00 NOON ON THURSDAY 5TH NOVEMBER 2020.

Due to current restrictions, applications must be returned by email to the Foundation's Belfast office to: Email: fotoole@communityfoundationni.org

Applications must contain an electronic signature and be completed in full. CV's will not be accepted.

Interviews will be held via Zoom.

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