

## **JOB DESCRIPTION**

<b>Job Title:</b>	Knowledge and Learning Officer
<b>Hours:</b>	35 hours per week
<b>Duration:</b>	Fixed Term post up to 31 March 2024
<b>Salary:</b>	NJC Points 23 to 25 £27,741 to £29,577
<b>Responsible to:</b>	Grants Director
<b>Location:</b>	Initially, the post will be home-based as we are currently working remotely. This is likely to change to the Foundation's Belfast Office when lockdown restrictions ease, when the postholder will be required to work at least two days per week in the office. Some travel across NI to visit and meet with grantees and other stakeholders will also be required.

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### **Role Description**

This is an exciting and important role in the Foundation. The Knowledge and Learning Officer is responsible for researching, sense-making and sharing insights and learning from our funding, with particular focus on our three new Health Funds.

With the aim of informing policy and practice, and helping embed knowledge and learning across our organisation, the role will support us in connecting with our grantees, measuring the impact of our funds, and assessing the needs of local communities to inform our future strategic direction.

The role will help us learn from our work, and the work that we support communities to do. It will support us in connecting people who care to causes that matter and help us to amplify our voice, as well as the voice of those most in need.

### **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 and organisational skills, with the ability to deal with people from diverse backgrounds, and great at building relationships with staff and customers. You will have experience of working in a policy and learning environment. You will be committed to providing excellent customer service and enjoy working within all of our teams, as well as on your own initiative.

We expect you to have strong administrative and analytical 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 Google Workspace 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 a better service.

### **Summary of Main Responsibilities**

The responsibilities of the Knowledge and Learning Officer will include:

#### **Monitoring and Impact:**

- Supporting the development and monitoring of the Foundation's impact report system in particular, but not limited to, our three new Health Funds
- Liaising with comms to promote good news stories of impact, in particular for our three new Health Funds
- Monitoring of impact of projects supported and learning identified from our funding
- Supporting the preparation and analysis of impact reports for particular funds
- Supporting external evaluators to develop practice to policy papers
- Supporting the Grants Fund Coordinator and Grants Director to develop written reports, and learning outcomes for our three new Health Funds, to be shared with funders, Grants and Impact Committee, and Board of Trustees

#### **Organisation:**

- Being informed about the issues facing the Voluntary and Community Sector

- Contribution to the development and implementation of CFNI's strategy in particular policy development
- Participating in and contributing to the overall work of the Community Foundation for Northern Ireland as required
- Identify opportunities for personal development and learning

## **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.
- 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 Google Workspace (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 appear to be the essential requirements of the post.

## Knowledge and Learning Officer - Person Specification

	Criteria	Assessment
<b>Essential Criteria</b>		
<b>Qualifications</b>	At least 5 GCSE's (Grade A to C) or equivalent, including Maths and English	Application
<b>Experience</b>	At least 3 years' experience of working within a role that involves basic research skills, to include sourcing and summarising different types of documents and evidence, identifying and writing up project summaries, and analysing different insights and learning.	Application, interview, including test/presentation
	At least 3 years' experience of at least two of the following: <ul style="list-style-type: none"> <li>- Research</li> <li>- Grant making</li> <li>- Reporting to funders</li> <li>- Monitoring and evaluation processes</li> <li>- Project management</li> <li>- Working with voluntary committees</li> </ul>	Application, interview, including test/presentation
	Experience of using a grants management or customer relationship management system such as Salesforce.	Application, interview, including test/presentation
	Relevant experience and knowledge of the community and voluntary sector, particularly the current issues that the sector is facing.	Interview
<b>Knowledge/ Skills</b>	The ability to communicate orally and in writing in a clear and concise manner, including writing reports.	Interview, including test/presentation
	Strong IT skills including the ability to use IT systems to implement, manage and monitor processes and workloads.	Interview test/presentation

	<p>The ability to draw out the policy implications of grant programmes.</p> <p>The ability to work independently, as well as in a team, and to tight deadlines, proactively and on own initiative.</p> <p>The ability to work with accuracy and attention to detail.</p>	<p>Interview</p> <p>Interview</p> <p>Interview test/presentation</p>
<b>Other Requirements</b>	<p>Commitment to the Foundation's vision and values of Generous, Thriving and Together.</p> <p>Able to work flexibly, including occasional evenings and weekends, when required.</p> <p>Committed to working in all areas and communities within Northern Ireland.</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>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application</p>
<b>Desirable Criteria</b>		
<b>Qualifications</b>	A degree, or other third level qualification, in a relevant discipline	Application
<b>Knowledge/ Skills</b>	A working knowledge of Google Workspace (Google Apps)	Application

## **Summary of Main Terms and Conditions**

- This is a full-time fixed term post up to 31 March 2024. Working hours are 35 per week, exclusive of meal breaks.
- The hours for this post are Monday to Friday, 9.00 a.m. to 5.00 p.m. and based in the Foundation's Belfast Office. The Foundation is a flexible employer operating a flexible working policy. Initially, the post will be home-based as we are currently working remotely. This is likely to change to the Foundation's Belfast Office when lockdown restrictions ease, when the postholder will be required to work at least two days per week in the office. Some travel across NI to visit and meet with grantees and other stakeholders will also be required.
- Holidays are 25 days annually plus birthday off, (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.
- The post-holder will not be entitled to on-site parking.

**CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATIONS: 12.00 NOON ON FRIDAY 3RD SEPTEMBER 2021.**

**Applications must be signed and completed in full using additional pages where necessary. CV's will not be accepted.**

**Applications must be returned by email to: Email: [fotoole@communityfoundationni.org](mailto:fotoole@communityfoundationni.org)**

**The Community Foundation for Northern Ireland is an equal opportunities employer. We welcome applications from all suitably qualified persons. However, as men are currently under-represented in our workforce, we would particularly welcome applications from men.**