

Community Foundation for Northern Ireland

JOB DESCRIPTION

Job Title:	Development Officer - Peace Impact Programme
Responsible to:	Director of Programmes
Hours:	17.5 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)
Salary:	NJC Scale Point NJC point 32 (£35,745) - pro-rata
Duration:	Permanent
Location:	The Foundation currently has a hybrid working approach and therefore your place of work will alternate between the office location and home. You will be expected to travel extensively across Northern Ireland and when necessary, travel in the Republic of Ireland.

Role Description

The Community Foundation for Northern Ireland is an independent grant making trust, inspiring generosity and achieving impact. In a society where everyone can prosper and live in peace, we 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.

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:

Strategy

- Support the implementation of a joined up strategy which impacts communities in Northern Ireland in line with the mission and values of the Foundation, across a range of areas including peacebuilding, community development, community relations and social justice work
- As directed, lead on and contribute to, research and evaluation relevant to the areas of peacebuilding, community development and social justice
- Contribute to the ongoing development of the PIP Programme ensuring it is fit for purpose and meeting community needs
- Contribution to CFNI strategy
- Contribution to other strategies, policies and initiatives as appropriate and relevant to the issues being addressed through the Peace Impact Programme and work of the Foundation on peacebuilding, community development and social justice.

Programme Management

- Ensuring appropriate financial and administrative management of grants and programme.
- Scoping out areas to be supported and bringing forward themes of work which need to be tackled from a strategic, policy and operational perspective
- Overseeing and supporting the development of grant proposals;
- Developing strong communications and relationships with funded projects
- Supporting funded projects to manage the impact of local conflict, threats and intimidation and negotiating ways forward with the groups to manage these issues and impacts;
- Building the capacity and confidence of funded projects

Communications & Networking

- Represent and promote the Foundation, locally, nationally and internationally. This will include for example:
 - delivering presentations, representing the views of the Foundation and grantees at meetings and events
 - building and maintaining contacts, especially with donors, funders and key decision-makers, in statutory (including local government) and non-statutory agencies, and within the voluntary and community sector;
 - organising and supporting events and visits which showcase our work and impact and encourage donors to invest;
- Report writing, responding to emails and communications promptly and efficiently;

Learning & Evaluation

- Supporting the Funder and projects to demonstrate impact, providing reports/data as required
- Supporting groups to monitor and evaluate their projects and take on board any learning for development;
- Participate in the independent evaluation of the Peace Impact Programme;

Financial Management:

- Leading project budgets and reporting to Director and funders as required;
- Work closely with the PIP Finance Support Officers to monitor project spend and report internally and to the Fund on project spend;
- Assist the Finance Support Officers in their roles related to verification, compliance, training, support and problem solving
- Supporting and encouraging groups to look at their longer term sustainability

Engagement with the Fund:

- Attend and present at Joint Secretariat Meetings, Designated Board Member (DBM) meetings and other Fund meetings as requested;
- Lead on providing timely responses to requests for information from the Fund;
- Present applications, Executive Summaries and any other required information to Fund committees.

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 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;
- Identify improvements and efficiencies - 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.

Development Officer (PIP) - Person Specification

	ESSENTIAL CRITERIA	ASSESSMENT
QUALIFICATIONS	A degree or other third level qualification in a related discipline or At least five years paid experience in a similar role.	Application Form
EXPERIENCE	At least 8 years experience of working within a community development role/setting, 5 of which have been recent and paid. Significant recent experience (over 5 years) of dealing with sensitive or contentious issues within a community development setting At least 5 year's recent experience of establishing good working relationships with community groups; statutory agencies; government departments; Experience of working across a range of areas, communities and 'constituencies' within Northern Ireland	Application Form and interview Application Form and interview Application Form and interview Application Form and interview
KNOWLEDGE/ SKILLS	The ability to communicate orally and in writing in a clear and concise manner, including writing reports. Excellent analytical and problem solving skills Strong IT skills including the ability to use IT systems (Microsoft office or Google Workspace) to communicate, implement, manage and monitor processes and workloads; Excellent administrative and organisational skills to include the ability to work independently and to tight deadlines; Highly effective organisational and time management skills;	Interview Interview Interview Interview Interview

PERSONAL QUALITIES	<p>Enthusiastic and motivated.</p> <p>A demonstrable interest in peacebuilding and community development</p> <p>The ability to work well as part of a team</p> <p>Commitment to the Foundation's vision, mission and values of Generous, Thriving and Together</p>	<p>Interview</p> <p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application Form and Interview</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 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.</p>	<p>Interview</p> <p>Application Form and Interview</p> <p>Interview</p>
	DESIRABLE CRITERIA	
EXPERIENCE	Understanding and application of the Outcomes Based Accountability Model	Application Form and Interview

Summary of Main Terms and Conditions

- This is a part-time permanent post. Working hours are 17.5 per week, exclusive of meal breaks. (Normal full-time hours are 35 hours per week)
- The working hours for this post will be agreed between the post-holder and their line manager. 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 post is based in the Foundation's Belfast Office. However, the Foundation is a flexible employer operating a flexible working policy and therefore some flexibility will be available. 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 part of the week in the office.
- Holidays are 25 days annually plus birthday off, (plus statutory & customary days). Holidays for part-time staff are pro-rata.
- 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.

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.

January 2022