



Recruitment Pack

Women's Development Officer

November 2024

1. Introduction
2. About Community Foundation for NI
3. Why work for us?
4. Job Description
5. Person Specification
6. How to apply
7. Main terms and conditions of employment
8. Employee Benefits
9. Strategy 2023-2026

1. Introduction

We are delighted that you are interested in applying for the maternity cover for Women's Development Officer role with the Community Foundation for NI.

Since we were established in 1979, we have awarded millions of pounds in grant funding to local charities and community groups. We have also developed numerous programmes to support local communities build their capacity and sustainability. We have encouraged local philanthropy and facilitated donors with their giving, working in partnership with a range of donors, trusts, foundations and government to improve the lives of people in NI.

We are excited to have just started the first year of our new three-year strategy. The Women's Development officer will work alongside the Programmes Director and the wider team, to help us achieve our ambitious objectives between now and March 2026 and beyond.

We are a great employer and hope that you will get a picture of what it would be like to work for the Foundation, through this pack.

We will be delighted to receive your completed application by the closing date of **12.00 noon on Monday 20th January 2025.**

Yours sincerely

Róisín Wood

Chief Executive



About Community Foundation for NI

2.1 Background

The Community Foundation for NI is a local, independent charitable trust that provides grants and support to local communities in Northern Ireland.

We have offices in Belfast and Derry-Londonderry, although since Covid, we have operated a hybrid working policy for all staff.

We dedicated a lot of time in 2022/23 developing our new strategy, covering the three years from April 2023 to March 2026. As part of this process, we changed our mission, vision, values and behaviours.

2.2 Vision

Our vision is a fair and equitable society for everyone.

2.3 Mission

Our mission is working hand in hand with communities to build a better future.

2.4 Strategic Priorities

Over the next 3 years we will focus on:

- Engaging and supporting communities;
- Driving Equity, Diversity and Inclusion;
- Improving Well-being

2.5 Values

<p>Ambitious</p>	<p>Having or showing a strong desire and determination to succeed. Not doing more but doing it smarter and better in a way that puts all communities at the heart of our work.</p> <p><i>‘Success is peace of mind which is a direct result of self-satisfaction in knowing you did your best to become the best you are capable of becoming’</i></p> <p>John R Wooden</p>
<p>Passionate</p>	<p>Having or showing great excitement and interest – in our work, our communities, our team and our impact on Northern Ireland society.</p> <p><i>‘What lies behind us and what lies before us are tiny matters compared to what lies within us’</i></p> <p>Ralph Waldo Emerson</p>
<p>Integrity</p>	<p>Adherence to moral and ethical principles.</p> <p><i>‘It takes courage to create a meaningful life of integrity. It also requires good company. And practice’</i></p> <p>Shelly Francis</p>

2.6 Behaviours

<p>Active listening:</p> <p>listen, be attentive, reflect, clarify, don't interrupt</p>	<p>Non-judgmental:</p> <p>engaging without judgement, criticism or personal bias</p>	<p>Collaborative:</p> <p>working positively together towards a shared goal</p>
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We support our staff and Trustees to live our values and behaviours and work together to improve the lives of people in Northern Ireland.

3. Why work for us?

The Community Foundation's aim is to be the best charity to work for in Northern Ireland. We feel we have a great staff team. We treat our staff well, providing excellent salaries and benefits, prioritising staff health and wellbeing, encouraging hybrid working and supporting staff development and growth.

For more details on Employee Benefits, please see Section 9.

4. Job Description

Job title:	Women's Development Officer (Maternity Cover)
Responsible to:	Director of Programmes
Hours:	21 hours per week (the post holder will work flexibly to meet the needs of the post – occasional evening and weekend work will be required)
Salary:	NJC Points 26-28 (£36,124 - £37,938) – starting on point 26 (£36,124). It is our normal practice for new employees to start on the first point of the scale. As this is a part-time post the salary will be pro rata.
Duration:	Maternity Cover- Mid February 2025- Mid August 2025 (the post could be extended to mid Feb 2026)
Location:	The Foundation currently has a hybrid working approach and therefore your place of work will include both the office location and home-based working. You will be expected to travel extensively across Northern Ireland.

Role Description

The Community Foundation for Northern Ireland is an independent grant-making trust. Our vision is for a fair and equitable society for everyone, working hand in hand with communities to build a better future. We are passionate and ambitious about what we do, and we act with integrity.

We believe this is an exciting role. We specifically want to engage, support, and empower women from local communities in a our programme of work: **Nothing About Us Without Us, Amplifying the Voice of Grassroots Women**, and this post is key in helping us achieve this.

The aim of the Nothing About Us Without Us, Amplifying the Voice of Grassroots Women's programme, is 'to create a society in NI where women are visible, vocal, and valued and where they are proportionately and equitably involved in decision making that affects and matters to them.'

This is an ambitious programme which seeks to make a real difference to women who lack voice or opportunity to develop their confidence, capacity, and capability to help them be visible, vocal, and valued in society today.

Anticipated Programme Outcomes:

1. To increase the knowledge, confidence, skills, and capabilities of 400 women from grassroots communities in NI to raise their voice, use their agency and successfully influence decisions being made on issues that affect and matter to them.
2. To accelerate and improve collaboration between women and decision makers so there is more proactive and intentional engagement of women on issues that affect and matter to them.
3. To connect grassroots women with women from communities other than their own to broaden their worldview, to build their networks and supports, to create solidarity and to amplify their voice.
4. To work with local women to effectively lobby government to deliver a Women's Health Strategy for NI that fully reflects the needs of women, especially those from disadvantaged communities.

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. You will be motivated and committed to our values, vision, and mission. You will be interested in creating a society where women from local communities across NI are visible, vocal, and valued and where they are proportionately and equitably involved in decision making that affects and matters to them. You will have a clear vision for achieving this.

You will be someone with experience of working with local women to successfully build their aspiration, motivation and capacity using a range of methods, based on needs. You will have experience of using community development approaches, managing programmes aimed specifically at women's development and demonstrable creativity to resolve any issues which may arise in the management and development of this programme.

You will have proven oral and written communication and analytical skills, be a strong team player and will be passionate about the work and the Foundation, striving for excellence in all you do. You will be able to deal with people from diverse

backgrounds using collaboratively approaches and will excel at managing relationships internally and externally to develop and inspire trust and confidence.

You will enjoy working within teams, as well as on your own initiative. We expect you to have strong administrative and financial skills, be highly organized and proactive. You should be able to plan and manage your time effectively and prioritise your work and/or 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. We also expect that you will identify improvements and efficiencies to help us enhance our services and live our culture and values.

Main Responsibilities

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

Programme Development and Delivery

- To develop resources, (such as tool kits), which improve the awareness, knowledge, understanding and capacity of women to speak out on issues of importance and which support them to effectively engage with decision makers on same. Specifically, this will include working, in conjunction with the programme's codesign group, to develop and promote resources, to help build the capacity of local women to understand civic structures better.
- Develop an ongoing programme of issue-based workshops (10-12), designed to connect, and engage women from grassroots communities, on issues that affect and matter to them (such as good relations/diversity, poverty, violence against women, climate change) to grow their confidence, understanding, and support them to build their own agency to affect change.
- Support grassroots women to come together, to raise and add their voice to, campaigns such as "End Violence Against Women" and other campaigns as identified.
- Lead and coordinate the work to call for a women's Health Strategy.

- Build the numbers of women involved in, and support women to, advocate for a codesign process to be implemented by local government to effectively engage with women from grassroots communities on a women's health strategy that reflects the needs of women and addresses health inequalities experienced by them.
- Develop, in conjunction with the Grants Directorate, a bursary programme to provide support for women from grassroots communities each year to enhance their knowledge, skills, leadership, and capacity to influence and affect change.
- Build networks and contacts, across a range of stakeholders, to accelerate and improve collaboration between women and decision makers so there is more proactive and intentional engagement of woman on issues that affect and matter to them.

Strategy

- Support the implementation of the Foundation's strategy, ensuring it has a positive impact in communities and the women you are engaging with.
- As directed, lead on and contribute to, research and evaluation relevant to the areas of women's health, wellbeing, and community development.
- Contribution to other strategies, policies, and initiatives as appropriate and relevant to the Nothing About Us Without Us, Amplifying the Voice of Grassroots Women's Programme.

Communications & Networking

- Work with the Foundation's Public Affairs, Policy & Communications Directorate to build the 'Nothing About Us Without Us' brand and in the process create strong visibility regarding progress and programme activities.
- Represent and promote the Foundation. This will include for example:
 - Delivering presentations, representing the views of the Foundation and the women you are engaging with at meetings and events.
 - Building and maintaining contacts and facilitating discussion

especially with donors, funders, and key decision-makers, in statutory (including local government) and non-statutory agencies, and within the voluntary and community sector to accelerate women's involvement in decision making that affects and matters to them.

- Organising and supporting events and visits which showcase the work of the programme and its impact.
- Report writing, responding to emails and communications promptly and efficiently.

Knowledge & Learning

- As directed, lead on and contribute to, the programme evaluation.
- Develop impact reports and monitoring returns as required by the Funder.
- Share learning and lessons both internally and externally.
- Use knowledge and impact to inform policy and practice internally and externally.

General:

All staff are required to:

- carry out their work in accordance with the organisational culture, values and behaviours;
- be aware of, understand and comply with all the Foundations policies and procedures;
- manage their workload effectively while ensuring the efficient use of office resources and in particular Microsoft Office and the Foundation's database, Salesforce;
- always maintain 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 – we have a lean approach to our operations and are always trying to improve.

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.

5. Women's Engagement Officer- Person Specification

	ESSENTIAL CRITERIA	ASSESSMENT
QUALIFICATIONS & EXPERIENCE	A relevant third level qualification and three years' paid experience in a similar role. Or At least five years' paid experience in a similar role.	Application Form
	Significant work experience and competency (at least 3 years) in: (i) Working within and across local communities using community development approaches and practices. (ii) Working with urban and rural women, especially those most marginalised. (iii) Establishing good working relationships within and between community groups; statutory agencies; government departments. (iv) Building the leadership capacity of local women in a similar role.	Application Form and interview
KNOWLEDGE/ SKILLS	Strong knowledge and understanding of the issues affecting women from local communities, gained from working directly with them.	Interview & Presentation
	Strong and adaptable facilitation skills to successfully engage women from local communities across a range of relevant issues.	Interview & Presentation
	Effective management of budgets.	Application Form

	<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>Highly effective organisational and time management skills, including the ability to work independently and to tight deadlines.</p> <p>Strong IT skills including the ability to use IT systems (Microsoft office) to communicate, implement, manage, and monitor processes and workloads.</p>	<p>Interview & Presentation</p> <p>Interview & Presentation</p> <p>Interview & Presentation</p> <p>Interview & Presentation</p>
PERSONAL QUALITIES	<p>Commitment to the Foundation’s vision, mission, and our values. Values – Ambition, Passion and Integrity Behaviours – Active Listening, non-judgemental and collaborative;</p> <p>Committed to Diversity, Equity, and Inclusion and to working with a diverse range of people and communities across Northern Ireland</p>	<p>Application Form and Interview</p> <p>Application Form</p>
OTHER REQUIREMENTS	<p>Available to work outside normal office hours, including evenings and weekends.</p> <p>Full driving licence and access to a form of transport. Consideration will be given to alternative travel proposals in respect of applicants with a disability who cannot hold a license.</p> <p>We operate a hybrid working model whereby staff work both from home and the office. A</p>	<p>Interview</p> <p>Application Form</p> <p>Interview</p>

	large part of this role requires you to be working independently but reporting regularly into the wider team.	
	DESIRABLE CRITERIA	
EXPERIENCE	Working on policy issues related to women.	Application Form and Interview

6. How to apply

Application Forms must be completed in full, signed (electronic signature accepted) and returned by email to Natalie Duncan at nduncan@communityfoundationni.org

The closing date for applications is **12 noon on Monday 20th January 2025**. Applications received after the closing date will not be considered. CV's will not be accepted.

7. Summary of Main Terms and Conditions

- This is a part-time post of 21 hours per week for maternity Cover- Mid February 2025- Mid August 2025 (the post could be extended to mid Feb 2026) Working hours are exclusive of meal breaks.
- The working hours for this post will be agreed between the post-holder and their line manager. 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 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. We are currently operating a hybrid working model and you will be expected to work both from home and the office.
- Holidays are 25 days annually (plus statutory & customary days) - pro rata for part-time posts.
- Staff also get a day off for their birthday each year.
- 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 may be entitled to membership of the Foundation's Health Shield 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 people.

8. Employee Benefits and Wellbeing Benefits

We offer all employees a rewarding career and value all that they can bring to the role to help us deliver our vision and mission. We want to have the best people working at the Community Foundation, staff who are passionate and ambitious about our work and who act with integrity. We care about our staff and treat them well. In addition to attractive and competitive salaries, we offer all employees a range of benefits, including our core employee benefits and more recently, we have added our wellbeing benefits. We hope that our benefits show our staff that we put their wellbeing first, to ensure that they are healthy, happy and motivated at work, have a good work-life balance and can perform at their best.

Core Employee Benefits

- 25 days Annual leave, rising to 30 days after 10 years' service
- 11 Statutory/Public holidays
- 2 Customary days
- ***(All leave is pro-rata for part-time staff)***
- Occupational defined contribution pension scheme (salary sacrifice)
- Occupational sick pay scheme
- Enhanced maternity, paternity and adoption leave
- Hybrid working arrangements
- Working from Home Allowance
- Flexible working
- On-line staff training portal
- Financial support and time off for training and development

Health and Wellbeing

- Permanent ill-health Insurance
- Life Insurance
- Health cash plan
- Health checks
- Staff wellbeing training, activities and events
- Cycle to work scheme
- Volunteering Leave

Reward and Recognition

- Birthday leave and birthday gift
- Recognition awards linked to values and behaviours
- Rewards linked to financial wellbeing
- Acts of Kindness Rewards
- Office Wellness Hub, with wellbeing resources

9. Strategy 2023-26

Please find below a link to our Strategic Plan:

[Community-Foundation-Strategy-2023-26-1.pdf \(communityfoundationni.org\)](#)