



Recruitment Pack

Building Resilience Development Officer

June 2026

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1. Introduction

We are delighted that you are interested in applying for the Development Officers 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.

The Stronger Together: Building Community Resilience programme is a new flagship initiative responding to the worrying rise in racist violence, hate crime misinformation and disinformation across Northern Ireland. Building on over 46 years of experience in peacebuilding, social justice and human rights, the Community Foundation for NI is well placed to support and empower marginalised communities and work alongside them to drive meaningful change.

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 Friday 17th July.

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.

In 2022/23, we dedicated a lot of time to developing a strategy. Initially it was for three years from April 2023 to March 2026, however in May 2026, we extended the strategy and renewed our Strategy House to reaffirm our mission, vision, values and strategic priorities, ensuring they continue to reflect the needs of communities and the role CFNI plays in creating long-term social change. The new Strategy House sets out not only what we aim to achieve, but also who we are, how we work and the values that guide our decisions and relationships.

As part of this process, we added a new value which we felt was critical to all we do internally and externally – Kindness.

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

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| <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> |
| <p>Kindness</p> | <p>We use kindness to drive our trust-based partnerships that support community led change.</p> <p><i>'The purpose of human life is to serve, and to show compassion and the will to help others.'</i></p> <p>Albert Schweitzer</p> |

2.6 Behaviours

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| <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.

Stronger Together Building Community Resilience is a grassroots, capacity-building programme for Voluntary, Community, and Social Enterprise (VCSE) organisations. It will:

- Empower Community Leaders: Through trauma-informed leadership and conflict mediation training, the programme will equip 45-60 community leaders and “Champions for Change” to foster resilience and agency within their communities.
- Combat Misinformation: Media literacy workshops and fact-checking initiatives will help 150-180 participants identify and counteract harmful narratives, reducing the impact of online hate and disinformation.
- Promote Inclusive Narratives: Storytelling labs and creative projects will celebrate diversity, challenge stereotypes, and amplify marginalised voices.
- Foster Collaboration: Cross-sector roundtables and showcase events will strengthen networks among VCSEs, statutory agencies, and local councils, promoting shared learning and coordinated action.
- Drive Policy Change: Advocacy training and community-led campaigns with a focus on hate crime prevention, race equality, and digital rights.

As the Development Officer you will support the design, delivery, and development of community-based activity that strengthens resilience, builds local leadership, and promotes inclusion. You will work alongside communities, partners, and stakeholders to identify needs, support participation, develop responses to inequality and racism, and help ensure that programme activity is informed by lived experience and community voice.

Anticipated Programme Outcomes:

- The programme will strengthen the confidence, skills and resilience of community leaders by providing training in leadership, de-escalation and conflict mediation. Over three years, participants will be supported to apply these skills in real community settings, helping to build a stronger local response to tension, conflict and division.
- A core group of Champions for Change will be recruited, trained and supported to take practical action in their communities. These champions will help create safer, more connected neighbourhoods by leading conversations, signposting support and responding quickly to emerging issues at a local level.

- The programme will help community members better recognise misinformation, respond safely online and understand how harmful narratives spread. Through workshops and practical learning, participants will gain the confidence and tools to challenge false information and make more informed decisions in digital spaces.
- Through storytelling labs and creative public outputs, the programme will amplify lived experience and promote more positive, inclusive narratives. This will help build understanding between communities, challenge stereotypes and create opportunities for people to connect through shared stories and experiences.
- The programme will strengthen collaboration between community groups, statutory agencies and other stakeholders through roundtables, learning events and shared planning. This will lead to better coordination, clearer referral pathways and more joined-up responses to community tensions and emerging challenges.
- By combining community insight, lived experience and evidence from delivery, the programme will contribute to changes in policy and practice. Advocacy workshops, campaigns and learning papers will support communities to influence decision-makers and ensure that local realities are reflected in wider systems and strategies.

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 people free from racist violence and harm and where communities co-exist peacefully

You will be someone with experience of working within this area and will be skilled in using community development approaches and managing programmes aimed specifically at building resilience. You will be able to show 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 collaborative 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 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

- Build and maintain trusted relationships with community groups, grassroots leaders, statutory, government and other partner organisations, ensuring experts by experience shape programme priorities and solutions
- Support delivery and management of core programme strands, including:
 - community leadership development
 - media literacy and misinformation awareness
 - storytelling and narrative change
 - advocacy training and community campaigns
 - peer learning and community-led initiatives
- Support the recruitment, development and ongoing engagement of Champions for Change

- Assist in planning and coordinating workshops, events, roundtables and learning activity
- Promote inclusion, challenge racism and misinformation, and strengthen social cohesion through programme delivery
- Support delivery of advocacy activity, including community campaigns focused on hate crime prevention, race equality and digital rights
- Work collaboratively with voluntary, community, statutory and other stakeholders to support joined-up responses and cross-sector coordination.

Strategy and Influence

- Support implementation of the Foundation's strategy in line with the Stronger Together programme
- Contribute to research, evaluation and evidence gathering in relation to racial justice and community resilience
- Contribute to the development of practice-to-policy outputs and policy papers, ensuring community insight informs wider systems and responses
- Support engagement between programme participants and decision-makers, strengthening pathways for community voice and influence

Communications & Networking

- Work with the Policy, Public Affairs & Communications Directorate to build strong visibility and profile for the programme
- Develop and maintain relationships with community organisations, funders, statutory agencies and key stakeholders
- Support and represent the organisation through events and visits that showcase programme learning and impact
- Contribute to effective communications, including report writing, presentations and stakeholder engagement

Knowledge & Learning

You will play a key role in connecting community learning with policy and practice, ensuring that lived experience informs wider systems and responses.

In particular, you will:

- Contribute to programme evaluation and continuous learning
- Support the development of impact reports and funder monitoring returns
- Support us to capture and share learning internally and externally

- Use programme insight and evidence to help shape and inform policy and practice

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.

1. Development Worker- Person Specification

| | ESSENTIAL CRITERIA | ASSESSMENT |
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| QUALIFICATIONS & EXPERIENCE | A relevant third level qualification with at least five years' paid experience in a similar role or 5 years' experience in a voluntary role | Application Form |
| | <ul style="list-style-type: none"> • Experience of partnership working and building positive relationships with a range of stakeholders. • Demonstrable experience working with diverse communities, particularly those experiencing inequality, exclusion or disadvantage • Significant experience of working on sensitive or complex issues in a community development context • Experience of designing and delivering community-based programmes, events or workshops • Proven experience of building and maintaining effective partnerships across the voluntary, community and statutory sectors | Application Form and interview |
| KNOWLEDGE/ SKILLS | <ul style="list-style-type: none"> • Strong understanding of inequality, racism, exclusion and the barriers faced by marginalised communities • Experience using community development or participatory approaches, including working with lived experience • Strong written and verbal communication skills, including report | Interview Application Form |

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| | <p>writing and presenting to different audiences</p> <ul style="list-style-type: none"> • Experience of monitoring, evaluation and capturing learning or impact • Ability to organise and manage multiple priorities, working independently, use initiative and work as part of a team • Competent in Microsoft Office (or equivalent) and general administrative systems | <p>Application Form</p> <p>Application Form</p> <p>Application Form</p> |
| <p>PERSONAL QUALITIES</p> | <ul style="list-style-type: none"> • Commitment to the Foundation’s vision, mission, and our values and behaviours. • Values – Ambition, Passion, Integrity and Kindness • Behaviours – Active Listening, non-judgemental and collaborative; • Committed to Diversity, Equity, and Inclusion and to working with a diverse range of people and communities across Northern Ireland • Strong interpersonal skills, with the ability to build trust and work collaboratively across diverse groups • Inclusive and non-judgemental approach when working with individuals and communities • Proactive, self-motivated and well organised | <p>Application Form and Interview</p> <p>Application Form</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> |

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| | <ul style="list-style-type: none"> • Interest in or commitment to racial justice, equality, inclusion or human rights | Interview |
| 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 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</p> <p>Interview</p> |
| | DESIRABLE CRITERIA | |
| EXPERIENCE | <ul style="list-style-type: none"> • Experience of supporting anti-racism, human rights, peacebuilding or social justice initiatives • Experience of contributing to advocacy, policy development or influencing activity • Experience of supporting community campaigns or public engagement activity | 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** Friday 17th July. Applications received after the closing date will not be considered. CV's will not be accepted.

7. Summary of Main Terms and Conditions

- 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.

We are committed to building a diverse workforce that reflects the communities we serve. We actively welcome applications from people of all genders, backgrounds, ethnicities, ages, sexual orientations, religions, disabilities and lived experiences.

We are committed to providing reasonable adjustments throughout the recruitment process and in the workplace.

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 5 years' service
- 11 Statutory/Public holidays
- 2 Customary days
- Occupational defined contribution pension scheme (salary sacrifice)
- Occupational sick pay scheme
- Enhanced maternity, paternity and adoption leave
- Paid carers leave (subject to eligibility)
- 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 \(communityfoundationni.org\)](#)

Furthermore, see our updated Strategy House (launched May 2026)

[Strategy House 2026.pdf](#)