



This project and post are supported by the European Union's PEACE IV Programme, managed by the Special EU Programmes Body (SEUPB) in partnership with Mid Ulster District Council

# Job Description

## Job Title: Support Officer - "Engaging Rural Communities"

Full time35 hours (excl mealtimes) for 13 months (June 2019 to July 2020)

Salary: NJC SCP pt 23, £26,999 – pt 25, £28,785 p.a.

Location: Based in CWSAN offices, Stewartstown/Magherafelt with Outreach across Mid Ulster

Key function:

To work jointly with our Support Officer as a team to engage a minimum 20 rural communities across Mid-Ulster through the provision of direct facilitation; providing support and resources to Build Positive Relations and engaging communities in Peace and Reconciliation cross community activities. The officer will build coordinated collaborative approaches to ensure effective community engagement in line with Peace and Reconciliation objectives.

Please note:

* The post holder will be expected to participate in activities and meetings outside normal office hours equivalent to **min 3 evenings per week** and other times as required including weekends to meet the needs of the project
* Please note: this job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined in consultation with the job holder. It is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the post holder works.

## Remit of Post Holder

* To engage groups at early stages of capacity to participate in PEACE IV
* To identify common issues across groups and to map current community involvement resources and gaps within the MUDC area
* To support the development of shared projects with other groups in the programme with a cross community element.
* To facilitate project concept development and group interactions
* To facilitate and develop a resource funding package with each group providing support around procurement and reporting
* To facilitate review sessions, ongoing linkages across activities and programmes to include health and well-being, commemoration, shared history, environment, community safety, arts and crafts etc
* To contribute to the identification of need in relation to community involvement in cross community activity, community development improvement and tackling local inequalities in conjunction with relevant agencies.
* To ensure effective and efficient community participation in the development, planning and delivery of a targeted programme of support to 20 local communities to implement cross community activities
* To contribute to performance measurement including establishment of baseline information, ISO standards reporting, reporting through PEACE EMS system and ongoing monitoring of work undertaken, reporting to management, community board and Peace partnerships
* To work as a Team member of the Rural Engagement Peace IV project alongside partner support Officer

**Requirements for Post Holder**

**Essential Criteria**

* Degree or equivalent professional qualification plus a minimum of 3 years’ full-time experience in field of either community development, health, rural development or related project delivery
* Demonstrate understanding of determinants and issues of both single identity and cross identity communities.
* Demonstrate understanding of policies and strategies which affect identity and specifically rural and cross community work
* Demonstrate understanding of community development approaches, principles and facilitation approaches in a community based setting.
* Demonstrate understanding of how to identify and assess community information, needs and using an outcomes based approach to development
* Demonstrate understanding of grant making processes and procedures.
* Experience of contributing to performance measurement / Quality Monitoring / Evaluation.

* High level communication and organisational skills.
* An ability to work on own initiative and as part of a team
* An ability to analyze and use data.
* Knowledge and Competency in computer software packages & systems to include excel, publisher, Word, Web/internet, Power point.
* A current full driving license (valid for use in NI) and access to a car on appointment.

This Criteria will be waived in the case of applicants whose disability prohibits driving but who have access to a form of transport approved by the Board which will permit the successful applicant to carry out duties of the post.

**Desirable Criteria**

* Understanding of local cross sector, cross community support across Mid Ulster

## **Job Title: Support Officer - "Engaging Rural Communities"**

**PERSONNEL SPECIFICATION**

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| **Factor** | **Minimum Criteria - Essential** | **How will information be obtained** |
| **1. ATTAINMENTS**  (General and Higher Education.  Professional/Management Training. Relevant Experience etc). | * A Degree or equivalent professional qualification plus a minimum of 3 years’ full-time experience in field of either community development, health, rural development, youth work or related project delivery | Application form |
| **2. KNOWLEDGE AND INTERESTS** | * Demonstrate experience and understanding of determinants and issues of both single identity and cross identity communities. * Demonstrate experience and understanding of policies and strategies which affect identity and specifically rural and cross community work      * Demonstrate experience and understanding of community development approaches, principles and facilitation approaches. * Demonstrate experience and understanding of how to identify and assess community information, needs and using an outcomes based approach. * Demonstrate understanding of grant making processes * Experience of contributing to performance measurement and of Quality monitoring and of evaluation | Application form and Interview |
| **3.** **SPECIAL APTITUDES**  (Dexterity, numeracy, computer literacy, communication etc.) | * High level communication and organisational skills. * An ability to work on own initiative and as part of a team to a high-performance standard * An ability to analyze and use data. * An ability to prioritize plans and organize and manage own workload.      * Competency in IT skills with experience of using computer software packages and systems to include Excel, publisher, Word, Web/internet, Power point. * A current full driving license (valid for use in NI) and access to a car on appointment. \*This Criteria will be waived in the case of applicants whose disability prohibits driving but who have access to a form of transport approved by the Board which will permit the successful applicant to carry out duties of the post. | Interview  Interview  Interview  Interview  Application / interview  Application |
| **4. Essential SPECIAL Criteria** | **The post holder will be expected to participate in activities and meetings outside normal office hours of 3 evenings per week and other times as required to meet the needs of the project** | Application |
| **5. DESIRABLE** | Understanding of local rural and cross community support across Mid Ulster | Application form and Interview |





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