



CHARTER for Northern Ireland

352 Newtownards Road, Belfast BT4 1HG
Tel: 02890 459458 Email: info@charterni.org

Dear Applicant,

Thank you for your interest in the post of Project Co-ordinator with CHARTER NI.

Please find enclosed:

- Job description
- Person specification
- An application form
- A monitoring form

Should you decide to apply for the post, please return your **SIGNED** completed application form, together with completed monitoring form in a separate envelope to:

**Charter for Northern Ireland
352 Newtownards Road,
Belfast BT4 1HG**

Please note that C.V. will NOT be accepted.

Finally, please note that applications must be received no later than Friday 6th October 2017 at 4pm, shortlisted applicants will be interviewed week beginning Monday 9th October 2017.

Thank you once again for your interest in this post.

Yours faithfully,

Caroline Birch
Operations Manager



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JOB DESCRIPTION

Job Title:	Project Co-ordinator
Salary:	£6360.00 Gross Salary
Pension:	1% Employers Pension Contribution
Accountable to:	Operations Manager of Charter NI
Area:	Inner East Belfast
Office Base:	Charter NI office, 352 Newtownards Road, Belfast, BT4 1HG
Hours:	21 hours per week Overtime and evening work may be necessary from time to time. Such time will be remunerated by time off in lieu.
Holidays:	25 days annual leave, including statutory holidays, (pro rata)
Contract:	Fixed term contract to 31st March 2018.

Purpose of the Job:

The post holder will be responsible for the delivery of Charter NI's Peace Tourism Project.

The Project Co-ordinator will complete the successful delivery for all aspects of the Programme on time by carrying out the following key duties & responsibilities;

Key Duties & Responsibilities:

- Responsible for all management of all aspects of the programme; including the continuous development and implementation of the Peace Tourism Model.
- Ensure that the programme is delivered successfully, with a high impact of delivery, and on time.
- Ensure that all programme elements are reported to the Charter NI Board and to the Urban Villages Programme (on behalf of The Executive Office).
- Ensure that all paperwork, financial and administrative, relating to the Peace Tourism Project are submitted in a timely manner.



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- Ensure that the delivery of the programme is rolled out in accordance with the programme schedule & work plans and that the programme detail achieves maximum impact.
- Support local groups to build capacity around their peace project initiatives and improve their Physical Environment in 3 Centres in Inner East Belfast.
- Support local groups to take part in social economy initiatives and tourism enterprise programmes.
- Develop a website with combined landing page and bookable system for 3 Centres in Inner East Belfast.
- Hold a series of consultations or research events to inform the users and community of the content of the programme and 3 Centres in Inner East Belfast.
- Any other duties that Charter NI deem necessary.
-

Terms and Conditions:

The post may be required to work at hours necessary to suit the Community within Inner East Belfast area and the organisation. It is expected that the successful candidate may work outside normal office hours to facilitate the effective delivery of this programme.

All staff members are required to adhere to the organisational policies, procedures, values and principles, including those relating to Health, Safety and Well-Being at work.

PERSON SPECIFICATION

Essential / Desirable Criteria

Criteria	Essential	Desirable
Qualifications/ Experience	A third level qualification in social science; community development, or Project Management And A minimum of one years paid or voluntary working experience in the voluntary and community sector	<p>Awareness of Tourism in East Belfast or Social Economy projects</p> <p>A proven record of budgetary control and monitoring</p> <p>A track record of enabling communities and stakeholders to work in partnership</p>
	A minimum of one year's project delivering experience	
	A minimum of one year's experience of working and engaging with residents, voluntary groups and statutory agencies	
	Demonstrate an understanding of a range of CVS groups and statutory agencies operating in Inner East Belfast	
	A minimum of one year's experience of working with and reporting to management committees	
	A good working Knowledge of Microsoft Office and Financial budget Control with regards to funding streams.	
Skills	Excellent oral and written communication skills	Proven leadership skills
	Excellent organisational skills	
	Ability to prioritise and meet deadlines	



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APPLICATION FOR: **Community Regeneration Officer**

Personal Details			
Surname: (Mr/Mrs/Miss/ Ms)		First Names:	
Home Ad- dress:		Date of Birth: (DD/MM/YY)	
		Telephone Home: Work: Mobile:	
Do you have access to a suitable means of transport to enable you to meet the requirements of this position			

Education and Training (Continue on separate sheet, if necessary)					
Secondary School and/or College/University	From	To	Level of Examination	Subject	Grade



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Other Training (Continue on separate sheet, if necessary)			
Course Content	Dates	Training Establish-ment	Qualification

Employment (please give details of all positions held in your previous employment, starting with your present employer)				
Dates		Name and address of employer and nature of business	Job title and immediate re- porting line	Final remuneration package (with de- tails)
From: (MM/YY)	To: (MM/YY)			
Nature of duties and responsibilities in brief including reason for leaving:				
Dates		Name and address of employer and nature of business	Job title and immediate re- porting line	Final remuneration package (with de- tails)
From: (MM/YY)	To: (MM/YY)			
Nature of duties and responsibilities in brief including reason for leaving:				
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From: (MM/YY)	To: (MM/YY)			



Making a positive difference

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Nature of duties and responsibilities in brief including reason for leaving:				
Dates		Name and address of employer and nature of business	Job title and immediate reporting line	Final remuneration package (with details)
From: (MM/YY)	To: (MM/YY)			
Nature of duties and responsibilities in brief including reason for leaving:				



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Employment (Continued):				
Dates		Name and address of employer and nature of business	Job title and immediate reporting line	Final remuneration package (with details)
From: (MM/YY)	From: (MM/YY)			
Nature of duties and responsibilities in brief including reason for leaving:				
Nature of duties and responsibilities in brief including reason for leaving:				

General
Period of notice required:
Interests outside work



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Experience



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Please detail how your qualifications and experience meet the essential criteria, as outlined in the job specification. (Please continue on a separate sheet if necessary)

Experience



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Please detail how your qualifications and experience meet the desirable criteria, as outlined in the job specification. (Please continue on a separate sheet if necessary)

Professional Qualifications



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Membership of professional organisations	Date admitted	Institution or institute and grade of membership

References: (May we approach any or all of your referees now?)			
	Current or most recent employer	Penultimate employer	Personal
Name			
Position			
Address and telephone no.			

Declaration:

I certify that the information in this application is true. I understand that this information may be verified as part of my application and that any resulting contract of employment may be withdrawn on the grounds of its inaccuracy.

Signature:

Date:

Forms not completed fully may be rejected.



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EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE FOR JOB APPLICANTS

THE INFORMATION YOU PROVIDE WILL BE TREATED AS CONFIDENTIAL.

THIS MONITORING FORM MUST BE RETURNED WITH YOUR APPLICATION.

We are an Equal Opportunities Employer and do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.

In accordance with the monitoring regulations we are asking you to indicate which community you belong to by ticking the appropriate box below:

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am a member of neither the Protestant nor the Roman Catholic community

Please indicate whether you are: Female Male

Ethnic Origins: White Indian Pakistani Bangladeshi
Chinese Black African Black Caribbean
Irish Traveller Other _____

A person has a disability if s/he has "a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities." Disability Discrimination Act 1995

Do you, in accordance with the above, have a disability? Yes No

If yes, please state nature of disability:

If No, have you ever had a disability? Yes No

The above information will not be used as part of the application process.

The Monitoring Form should be sealed in a separate envelope from your application form and returned to:

Charter for Northern Ireland, 352 Newtownards Road, Belfast BT4 1HG