**JOB DESCRIPTION**

**JOB TITLE:** Cross-Community Shared Education

Outreach Worker

**RESPONSIBLE TO:** Line Manager and Centre Manager

**AIMS:** To develop and promote good relations and cross community links in the context of Shared Education & Employability Project towards establishing working links with other communities within North and West Belfast. To support local women’s groups to engage in meaningful networking with each other.

**HOURS:** 25 per week

**SALARY:**  £11,986 per annum (NJC 14)

**TERM:** 1 YEAR

**MAIN DUTIES**

* Outreach to women’s groups in order to build capacity, build relationships and promote the Shared Education Project opportunities.
* To promote and encourage activities within SWC which will ensure local cross community engagement and participation.
* Work with the PIP Project Manager to ensure individual women are given opportunities to be part of a wider group.
* Assist in the overall day to day running of all aspects of the Shared Education project.
* Encourage usage of Shared Education Project to other women’s groups who may not have access to these opportunities.
* To develop an Shared Education outreach strand to the SWC programme – delivering services in communities where there are appropriate resources to do so.
* Liaise with and between public and other bodies to ensure complementary approaches to the promotion of Peace and Reconciliation and practice.
* To assist in the promotion of Peace and Reconciliation work by encouraging key education and employment activities to be held on a cross community basis e.g. discussions, workshops, training courses, job fairs.
* Regularly liaise and meet with partners in from both the Shankill and other areas within North and West Belfast e.g. Falls Women’s Centre and Clonard Women’s Group.
* Be responsible and accountable to the line manager, reporting to and keeping records updated at all times.
* Provide clerical and administrative support to ensure and adequate flow of information to appropriate persons.
* Assist in the maintenance of monthly/quarterly statistics and evaluative as directed by line manager.
* In conjunction with Funding and Development Manager, explore and input on potential sources of funding and funding applications.
* Represent Shankill Women’s Centre on, forums, seminars and various meetings if deemed appropriate and with the instruction of Line Manager.
* Undertake training as required.
* Undertake any such reasonable duties as may be required and participate in staff training/development in-house and externally.
* The post holder will be required to keep confidential information that could be damaging to the individuals’ working/visiting the Centre. Such information must not be passed on unless you deem it in the interest of the individual or the Centre and then only to the Centre Manager.

**PERSON SPECIFICATION**

Essential Criteria

* A relevant community relations/community development qualification with a minimum of 2 years’ experience **or** 5 years employed experience of community relations work
* 2 years’ experience working within a community-based organisation.
* Knowledge of adult education and employability issues.
* Excellent communication and interpersonal skills.
* Experience in all aspects of reporting for a community organisation and funders such as - report writing, record keeping, monitoring and evaluation.
* Experience of workshop/ seminar and conference preparation and organisation.
* Experience of project development
* A clear understanding of the importance of cross-community work as an important aspect of peace building.
* A good knowledge of statutory and voluntary organisations involved in cross-community development
* Have the personal capacity to manage own time, work on own initiative and prioritise work.

APPLICATION FORM

PRIVATE & CONFIDENTIAL

|  |  |
| --- | --- |
| **POST:** Cross-Community  Outreach Worker | **CLOSING DATE:** Wednesday  2 August 2017 at 12noon |

Please complete all sections of this application form accurately, giving as many details as possible of your skills and experience relating to this job application and personnel specification. Please note CV’s must not be included as part of your application and if submitted will not be considered. It is therefore important that this form is completed with sufficient information to demonstrate how and to what extent you meet the job requirements. SWCreserves the right to shortlist only those applicants who appear from the information supplied in the application form to meet the requirements of the post, as detailed in the personnel specification. Only those shortlisted will be progressed to the next stage of the recruitment process.

APPLICATIONS WILL NOT BE ACCEPTED BY FAX OR E-MAIL.

Please complete the application form along with a separate envelope containing the Equal Opportunities Monitoring Questionnaire and return by post in an envelope clearly marked ‘Private and Confidential’ with your completed and signed application form.

**Cross-Community Outreach Worker**

# A P P L I C A T I O N F O R M

SURNAME: MR/MRS/MS

FORENAMES:

ADDRESS:

POSTCODE:

TELEPHONE NO: Work Home:

Mobile: Email:

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| --- | --- |
| Secondary & Further Education | |
| Subjects | Grade |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| University/Third Level Education | | | |
| University/College | Degree/Other Qualifications Awarded (Please state Class & Division) | | |
|  |  | | |
| Professional Qualification | | | |
| Qualification | | Exam Date | Result |
|  | |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employment History (Please start with your present or most recent employment) | | | | |
| Dates  To & From | Name & Address of Employer | Position Held & Brief  Outline of Duties | Reason for Leaving | Salary |
|  |  |  |  |  |

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| Medical History/Disability |
| In line with the Disability Discrimination Act 1995, a disability is defined as ‘a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities. Please detail if you consider yourself as having a disability. |
| Give details of any illness, operation or accident resulting in lengthy absence from work. |

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| A flexible approach to working hours evening and weekend work is a pre-requisite within this post.  Please indicate if you meet this requirement |

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| Accompanying Statement – ESSENTIAL CRITERIA |
| Please use this part of the application form to describe how you feel you meet the essential criteria for the post. The panel will use the information to assess your application against the criteria for the post. |
| A relevant community relations/community development qualification with a minimum of 2 years’ experience **or** 5 years employed experience of community relations work |
| 2 years’ experience working within a community-based organisation. |
| Knowledge of adult education and employability issues. |
| Excellent communication and interpersonal skills. |
| Experience in all aspects of reporting for a community organisation and funders such as - report writing, record keeping, monitoring and evaluation.  Experience of workshop/ seminar and conference preparation and organisation. |
| Experience of project development |
| A clear understanding of the importance of cross-community work as an important aspect of peace building. |
| A good knowledge of statutory and voluntary organisations involved in cross-community development |
| Have the personal capacity to manage own time, work on own initiative and prioritise work. |

|  |
| --- |
| Date you would be free to take up the post, if appointed: |

|  |  |
| --- | --- |
| **REFEREES** - Please provide the name and address of two referees who should have knowledge of you in a working/academic capacity (one should be your most recent employer if relevant). References will only be taken up at appointment stage. | |
| *Current Employer - (Or if not currently employed, most recent Employer)* | *Other* |
| Name:  Position:  Address:  Tel No: | Name:  Position:  Address:  Tel No: |

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| --- |
| Are you eligible to work in the UK:  You will be required to provide documentation to support this claim (under Section 8 of the Asylum and Immigration Act 1996) if offered the post. |

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| I certify that all the information I have given is correct to the best of my knowledge. I understand that knowingly giving any false information may result in any job offer being withdrawn or, if appointed, to dismissal.  Signature of Applicant: ......................................................... Date: ................................ |

Please return the completed, signed form by the closing date clearly marked

‘Private and Confidential’ to Reception, Shankill Women’s Centre, 151-157 Shankill Road, Belfast, BT13 1FD

**Interviews will be held from Wednesday 9th August 2017.**

Shankill Women’s Centre

Monitoring Questionnaire

We are an Equal Opportunities employer. We 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. To demonstrate our commitment to equality of opportunity in employment, we need to monitor the community background of our employees, as required by the Fair Employment (NI) Order 1998.

**1. Perceived Religious Affiliation**

|  |  |
| --- | --- |
| 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 Roman Catholic community | 🞏 |

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**2. Gender**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please indicate whether you are: | Female | 🞏 | Male | 🞏 |

**3. Disability**

In line with the Disability Discrimination Act 1995, a disability is defined as “a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities”

Having read this definition, do you consider yourself to have a disability?

Yes 🞏 No 🞏

1. **Age Band**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *16 – 20* | 🞏 | *21 – 30* | 🞏 | *31 – 40* | 🞏 | 65+ | 🞏 |
| *41 – 50* | 🞏 | *51 – 60* | 🞏 | *61 – 65* | 🞏 |  |  |

***5. Cultural/Ethnic Origin***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *White* | 🞏 | *Pakistani* | 🞏 | *Chinese* | 🞏 |
| *Traveller* | 🞏 | *Black/African-Caribbean* | 🞏 | *Indian* | 🞏 |
| *Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | | | |