**Women’s Resource and Development Agency**

**Job Description**

**Title:** Good Relations Worker

**Location:** 6 Mount Charles, Belfast BT7 1NZ

**Hours:** 35 per week

**Salary:** NJC Scale SO1 pts 29-31 £25,951.

This post is a maternity cover for a temporary contract which runs from 1st July to 31st March 2019 but may be extended beyond this date.

**Responsible to:** Director

**Job Purpose:**

To review existing Good Relations/Community Relations training materials. Design, adapt, develop and deliver the programmes on a regional basis.

**Main Duties:**

* The Worker will be responsible for the organisation, development and delivery of agreed programmes.
* Identify and recruit groups/organisations to participate in the Good Relations Programme
* The Worker will provide opportunities within and between communities to help increase contact, dialogue, sharing and integration.
* The Worker will be responsible for building cohesion within and between communities to deliver improved relationships.
* The Worker will assist in the production of and dissemination of relevant research
* The Worker will co-ordinate and implement a Podcast project involving women taking part in the Good Relations workshops
* The Worker will be responsible for the promotion of greater understanding and acceptance of diversity between communities, this may necessarily involve initial engagement with single identity communities leading to cross-community engagement.
* The Worker will assist in the planning and development of new programmes & projects and in the writing of funding applications.
* The Worker will ensure that reports are submitted to the funders, as required and participate in events, training and networking opportunities.
* The Worker will be responsible for achieving the outputs and outcomes set out in the project action plan for all elements of the project.
* Prepare monthly/quarterly/annual monitoring reports using stated criteria.
* Prepare work reports and attend support and supervision sessions as required.
* Work with other WRDA staff to ensure the implementation of WRDA’s Strategic plan.
* Represent WRDA effectively within the Women’s sector and beyond in the promotion of WRDA services.
* Work within the ethos and values of WRDA and promote the advancement of women’s equality & participation in society.
* Undertake such other reasonable duties as WRDA may from time to time require.