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**JOB DESCRIPTION**

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| **Job Title** | Community Development Officer - Peace Impact Programme |
| **Duration** | This is a fixed term post starting mid-June 18and ending mid-April 2019 |
| **Hours** | 35 hours per week |
| **Responsible To** | Impact Director |
| **Salary** | NJC point 37 £33,316  An Essential Users Travel Allowance is also payable |
| **Location** | Belfast & Derry sites. You will be expected to travel across both Northern Ireland and the Republic of Ireland. |

**Summary:**

The Community Foundation for Northern Ireland is the Managing Agent for the International Fund for Ireland’s Peace Impact Programme. The aim of the programme is ***‘To build sustainable peace and prosperity in areas suffering from high levels of economic and social deprivation, where there are low levels of engagement in peace building and where the Peace Process has delivered limited benefits’***.

This cutting-edge programme aims to make a real difference in targeted communities where disaffected and alienated groups continue to lack voice or opportunity to positively engage with the ‘peace process’. The issues identified in the Programme Aim are crucial to building a sustainable and inclusive peace process and the follow-on objectives, whilst challenging for areas with this defined profile, are deliverable.

**Key Working Relationships:**

International Fund for Ireland (North and South) and its associated partners, Chief Executive Community Foundation for Northern Ireland; Impact Director, PIP Team CFNI Staff, Trustees and Community Groups across Northern Ireland; Government and Statutory Agencies.

**Key Responsibilities:**

* To identify & scope out potential ‘PIP’ areas and develop, with the community, appropriate projects and initiatives that will help to address the issues and needs identified.
* Compile Executive Summaries for the Fund, make recommendations and present them to the Board of the Fund and their designated sub groups.
* Oversee the implementation of funded projects, monitor progress and outcomes, help the groups resolve and overcome barriers to progress and generally provide a challenge function with groups and areas in order to help move people and areas forward in their journey to reconciliation.

**Summary of Main Duties:**

* To animate interest in the Programme within the local areas and or ‘constituencies’ to identify issues and develop programmes which seek to overcome the identified issues;
* Identify problems and barriers, developing solutions and paths to progress in target areas;
* Oversee and support the development of grant proposals;
* Deal with the impact of local conflict, threat and intimidation, negotiating ways forward in target areas;
* Liaise with other community development support agencies such as statutory bodies, funding agencies, resource centres and training agencies to maintain up-to-date information on what is available and to inform groups and other team members of opportunities and resources.
* To help promote the work of the Programme.

**Engagement with the Fund:**

* Attend and present at Joint Secretariat Meetings, DBM’s meetings and other Fund meetings as requested;
* Liaise with the Fund and provide timely responses to requests;
* Input into quarterly progress and financial reports to the Fund and the Foundation;
* Present applications, Executive Summaries and any other required information to Fund committees;

**Grant Management:**

* To assist groups which have been funded to establish systems for providing support and resources, including staff;
* To assist funded projects, where appropriate, in the recruitment, selection and management support of staff funded under the programme;
* To encourage contact and networking between local groups and relevant agencies and to support the development of planning, organisation and management skills;
* Oversee the issuing of Letters of Offer;
* To support local groups to draw down funding and lever in additional resources to meet needs and to put in place a sustainability strategy for the projects;
* To assist the appointed workers in the delivery of local actions plans including the identification of training and support needs for the local areas and implement training plans.
* To set in place evaluation and other management systems as required to meet the needs of the Programme and the local estates/areas;
* To organise networking between projects where appropriate.

**Financial Management:**

* Work closely with the PIP Finance Officers to monitor project spend and report internally and to the Fund on project spend.

**Monitoring and Evaluation:**

* Contribute to research, report writing, evaluation and monitoring on an ongoing basis;
* To monitor the delivery of projects using Outcomes Based Accountability and report to the team; the Foundation and the Fund;
* To participate in the independent evaluation of the Peace Impact Programme;
* Provide updates on progress to IFI against the programme aims and objectives.

**Strategy, Policy & Programme Development:**

* Contribute to the development of the PIP Programme, its aims, objectives and selection criteria;
* Contribution to CFNI strategy;
* Contribution to other strategies, policies and initiatives as appropriate and relevant to the issues being addressed through the programme;

**Other Duties:**

* Abide by the Community Foundation for Northern Ireland’s policies and procedures at all times in carrying out all duties and responsibilities;
* Maintain at all times the confidentiality of information received;
* To carry out such other appropriate tasks and work as requested by the Chief Executive of the Community Foundation for Northern Ireland as the Managing Agent for the PIP Programme;
* To attend regular supervisory sessions and programme team meetings as and when required and to be involved in other aspects of work related to the Programme as necessary;

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.

**Summary of Main Terms and Conditions**

This is a fixed term post ending mid-April 2019.

Working hours are 35 per week, exclusive of meal breaks. 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.

Holidays are 25 days annually (plus statutory days).

The post-holder may be eligible for membership of the Foundation's Pension Scheme.

The post is subject to a probationary period of up to 6 months.

**Temporary Community Development Officer (PIP) - Person Specification**

**Essential Criteria**

1. Significant recent experience (over 5 years) of working within a community development role/setting
2. Significant recent experience (over 5 years) of dealing with sensitive or contentious issues
3. At least 5 year’s recent experience of establishing good working relationships with community groups; statutory agencies; government departments;
4. Excellent analytical and problem solving skills
5. Excellent communication skills including the ability to communicate orally and in writing in a clear and concise manner, including writing reports;
6. Strong IT skills including the ability to use IT systems (Microsoft office, Google Apps) to implement, manage and monitor processes and workloads;
7. Excellent administrative and organisational skills to include the ability to work independently and to tight deadlines;
8. The ability to work well as part of a team;
9. A degree or other third level qualification in a related discipline

**Desirable Criteria**

1. Understanding and application of the Outcomes Based Accountability Model

**Work Related Circumstances**

1. A willingness to work with all areas, communities and ‘constituencies’ within Northern Ireland
2. A willingness to work unsocial hours when necessary including evening and weekends
3. Full driving licence and access to a form of transport. Consideration will be given to alternative traveling proposals in respect of applicants with a disability who cannot hold a licence.