



Supported by

**Belfast**  
City Council



# Application Pack

for the position of

# Community Development Organiser

Deadline for the submission of completed applications is:

**Thursday 4<sup>th</sup> July 2024 at 12.00 noon**

# Welcome letter from Cliftonville Community Regeneration Forum



Dear Applicant,

I am delighted you are interested in the post of Community Development Organiser with Cliftonville Community Regeneration Forum.

Are you an organised individual with great people skills? Do you love the idea of being out and about in the community, speaking with residents, understanding their concerns and empowering them to bring about positive change? If so, read on.

Cliftonville Community Regeneration Forum works in one of the most disadvantaged inner-city communities in Belfast. We are also an interface community and we are located close to the Manor Street/Lower Oldpark peace wall. Cliftonville Community Regeneration Forum has three key strategic priorities and outcomes.

## Community Strategy

### Our Outcomes

Our Strategy works to achieve three strategic priorities and outcomes: **1. Regeneration; 2. Peace Building and Good Relations; and 3. Children and Young People.**

Outcomes are the quality of life conditions we want for the children, adults and families who live in our community.

These outcomes do not stand alone — they are all inter-connected. All our work programmes must contribute to one or more of our outcomes and ideally they contribute to all three outcomes.

#### Regeneration

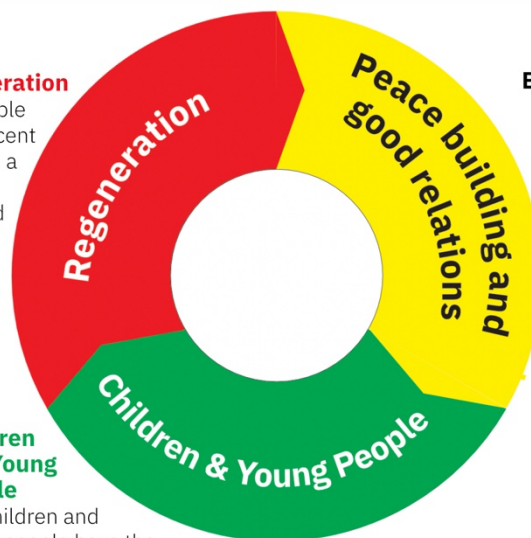
Our people have decent jobs and a good standard of living

#### Children and Young People

Our children and young people have the best start in life

#### Peace Building and Good Relations

Our community is peaceful, shared and diverse



The Community Development Organiser will organise local residents into community groups. You will be out and about in the community, listening to local people to identify the issues they care about. No two days will be the same. You will organise residents into groups to address these issues and bring about long-term change in the area.

As the Community Development Organiser you will champion the principles and ethos of community development and community organising within the organisation and the community to work with residents and support them to take collective action that supports their empowerment and participation.

Some of your duties will include:

- Knocking on doors, speaking to residents, listening to their issues and concerns and organising them into groups to create real change to their lives.
- Organising community groups and building their capacity and power to make real change
- Organising training for community group members to strengthen their ability to make change
- Produce a community newsletter to promote the work of local community groups

### 1. Application Pack:

Please find enclosed an application pack containing the following:

- a) A Job Description and Person Specification
- b) An Application Form
- c) An Equal Opportunities Monitoring Form

You may request an electronic Application Pack by emailing: [anne@ccrf.org.uk](mailto:anne@ccrf.org.uk).

### 2. Closing Date:

The closing date for completed applications is **Thursday 4<sup>th</sup> July 2024 at 12.00 noon.**

The completed application form should be sent to: Anne Mulvenna, 185 Cliftonpark Avenue, Belfast BT14 6DT and marked 'Community Development Organiser.

Please ensure that the Equal Opportunities Monitoring Form is returned in a separate and sealed envelope.

### 3. Interview Date:

**Please note:** If you are successful at the shortlisting stage you will be called for interview on **Wednesday 17<sup>th</sup> July 2024.** Should you be successful in reaching the interview stage you will be asked to produce evidence of the qualifications that you have listed in your application form. You should note that in the application form we only ask you to list relevant qualifications.

Please do not attach a CV. This will **not** be considered by the Recruitment and Selection Panel.

Yours sincerely

Manus Maguire  
Cliftonville Community Regeneration Forum



## Cliftonville Community Regeneration Forum

# Community Development Organiser | Job Description

Location:	185 Cliftonpark Avenue, Belfast
Responsible to:	CCRF Management Committee
Reporting to:	Manager, Cliftonville Community Regeneration Forum
Gross Salary:	NJC Scale 18-22 (£29,269-£31,364)
Pension:	8% employer contribution
Holidays:	25 days, plus public holidays
Hours:	37½ hours per week (Time of in lieu operates)
Contract:	Post offered from 1 <sup>st</sup> August 2024-31 <sup>st</sup> March 2026. An extension to this period may be possible, subject to funding. A six months' probation period will apply.
Acknowledgement	This post is supported by Belfast City Council's Capacity Building Grant

### Primary purpose of the Job

The Community Development Organiser will organise local residents into community groups. You will be out and about in the community, listening to local people to identify the issues they care about. No two days will be the same. You will organise residents to address their issues and bring about long-term change in the area.

The Community Development Organiser will champion the principles and ethos of community development and community organising and support residents to take collective action while supporting their participation and empowerment.

### MAIN DUTIES AND RESPONSIBILITIES

1. Organise and support new community groups and resident's associations in the Cliftonville area of North Belfast increasing their community capacity and power.
2. Identify the residents willing to act on their concerns or issues and support them to come together into groups to act to achieve change using community development and community organising principles.

3. Be aware of the barriers to community participation in disadvantaged communities and develop the strategies to overcome these obstacles.
4. Identify training needs/capacity building needs of community groups and members and provide formal and/or informal training/development programmes, mentoring and coaching.
5. Develop and distribute a community newsletter to local residents. Develop marketing tools and use social media to promote and communicate the project across the Cliftonville community. Develop the capacity and skills of community groups to develop their promotion and marketing skills.
6. Organise residents into community groups, have them constituted and develop good governance policies, committee procedures, and financial management procedures.
7. Support and signpost community groups to support organisations and source funding opportunities.
8. Support local community groups to secure representation on wider community fora and partnerships.
9. Support residents to carry out research and gather information on issues that need to be addressed and help residents develop solutions to these issues.
10. Support residents to develop effective relationships with statutory, voluntary, business and community agencies in order to address community priorities
11. Develop an annual workplan for the Cliftonville community organising/capacity building project
12. Ensure that organisational and project outcomes are achieved through the use of Outcomes Based Accountability tools.
13. Carry out an annual project review and evaluation to ensure the continuous improvement of the project.
14. Make yourself aware of, adhere to and support the implementation of the policies and procedures of Cliftonville Community Regeneration Forum.
15. Report to the CCRF Manager for all agreed delivery, management, administration and financial responsibilities of the project.
16. Attend relevant meetings and training as agreed with the CCRF Manager.
17. Undertake other duties as deemed necessary by the CCRF Manager.

*CCRF is an Equal Opportunities Employer. All staff are expected to adhere to the Equal Opportunities Policy throughout the course of their employment. Members of staff are expected to treat those with whom they come into contact with in a courteous and respectful manner.*



**Cliftonville Community Regeneration Forum**  
**Community Development Organiser**  
**Person Specification**

	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced by:</b>
<b>You (are):</b>	<p>E1. Good at connecting with people and have an outgoing personality</p> <p>E2. Willing to apply yourself to learn new skills and improve your knowledge</p> <p>E3. Able to reflect positively on your work and improve your performance</p> <p>E4. Positive, self-driven, and a problem solver</p> <p>E5. Able to work independently and able to work as part of the wider CCRF team</p> <p>E6. Passionate and dedicated to empowering marginalised residents.</p> <p>E7. (Have) a history of voluntary work</p>	<p>D1. Have a good sense of humour.</p>	<p>Application Form</p>
<b>Qualifications</b>	<p>E8. A third level qualification in community development.</p>		<p>Application Form and Certificate(s)</p>
<b>Experience</b>	<p>E9. Experience of working with residents in a disadvantaged community.</p> <p>E10. Experience of developing positive working relationships and partnerships with statutory, community/ voluntary sectors</p> <p>E11. Experience of managing the challenges and pressures of working in a deprived community</p>	<p>D2. Experience of delivering training and development programmes.</p> <p>D3. Experience of using Outcomes Based Accountability (OBA) to measure how we are making a difference</p> <p>D4. Experience of applying for and securing funding;</p>	<p>Application Form</p>

	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced by:</b>
		and managing budgets D5. Experience of producing a community newsletter	
<b>Skills</b>	E12. Skilled in developing campaign strategy, organising events and have good organisational skills E13. Good written and verbal communication skills. E14. IT skills including Microsoft Office. E15. Excellent time management skills and good at meeting targets and deadlines. E16. Good group work skills and ability to set up and maintain new/existing groups.	D6. Desk Top Publishing (DTP) skills D7. Social media skills D8. Research skills D9. Marketing, promotion, media design	Application Form
<b>Knowledge</b>	E17. Knowledge of the All-Ireland Standards for Community Work E18. Knowledge of the issues faced by residents and their families in disadvantaged communities. E19. Knowledge of the barriers to local people participating in community groups	D10. Knowledge of community organising theory and practice	Application Form
<b>Circumstance</b>	E20. Be able to work unsocial hours (Evenings and weekends).		Application Form