**GREATER VILLAGE REGENERATION TRUST**

**JOB DESCRIPTION**

**Job Title:** Development Officer

**Reporting to:** Director

**Purpose:**

*To develop, promote and deliver on a range of quality community safety initiatives across South West Neighbourhood Renewal Area*

**Delivery**

* Develop and create programmes to tackle and assist in the area of community safety and crime prevention
* To work with the Director and other GVRT staff where necessary re service delivery opportunities and providing any necessary reports for funders and other stakeholders
* To understand and liaise with the local community to bring in programmes and initiatives which meet identified need
* To work with Local Schools , youth cubs , other groups to establish links and deliver on community safety issues
* To work with and liaise with Statutory Agencies such as PSNI , NIHE etc. on issues pertaining to the local area
* To apply for funding for programmes to tackle community safety issues and themes
* Sit on any forums , boards , and attend any meetings relevant to your post
* To encourage use of GVRT Facilities and Programmes by disadvantaged groups

**General Duties**

* To support GVRT staff and colleagues in carrying out admin duties , including answering phones , photocopying , getting quotations , producing posters , as and when required
* To ensure excellent customer service and provide professional , efficient and cheerful surroundings at all times
* Ensure that record keeping and paperwork are maintained in line with the organisation and with our insurances and relevant the organisation.

**Personal Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications and Attainments** | **A degree (or equivalent 3rd level qualification) in a relevant subject.**  **Or**  **Experience which can be proven relevant to the post.**  **Access NI** | **Mental Health Training , Drugs and Alcohol** |
| **Experience** | **Experience in a relevant post**  **Clear knowledge of the current issues impacting individuals , families and communities within and area of multiple deprivation**  **An understanding of Policing and Community Safety in NI**  **Competent use of Microsoft Office**  **Experience of writing reports** | **1 Years’ Experience in sourcing , securing , and managing a range of funding streams** |
| **Skills** | **Organisational Skills**  **Good oral and written communication skills**  **Adaptable and able to work under pressure to meet deadlines** |  |
| **Disposition** | **Ability to work on own initiative**  **Meticulous attention to detail**  **Ability to work as part of a team** |  |
| **Knowledge and Values** | **Commitment to collective working and responsibility**  **Awareness and understanding of community development / safety issues** |  |
| **Circumstances** | **Right to work in the UK**  **Current clean driving licence and access to transport to meet the requirements of the post.** |  |

**SUMMARY OF TERMS AND CONDITIONS**

**Salary:** £27,164.28 Per Annum

**Pension:** 6% Employer’s Contribution + 2% By Employee

**Hours of work:** 37 hours per week. Flexi-system in place

**Holiday Entitlement:** 25 days per annum, plus public and statutory holidays

**Based at:** 337 Donegall Road, Belfast, BT12 6FQ

**Benefits:** On site free gym membership and access to all GVRT benefits

All staff members are required to adhere to GVRT’s organisational policies, procedures, values and principles.