**Living Wage NI Programme Officer**  
Belfast, County Antrim  
  
**About Us**  
  
Advice NI is a registered charity that provides a range of free advice services to the public including benefits, debt advice, EU settlement scheme and other HMRC services.  
  
We also support 69 member organisations across Northern Ireland in the delivery of high-quality advice services by working with them to enhance their standards and service delivery.  
  
We act as a voice for the independent advice sector and offer a range of award-winning training schemes and campaigns to improve the lives of people in Northern Ireland.  
  
Living Wage NI is a programme which was launched by Advice NI in June 2024, to promote the Living Wage Accreditation scheme. It aims to tackle in-work poverty, introducing an accreditation scheme to encourage, recognise and celebrate the network of employers who choose to pay living wage.  
  
Since the accreditation scheme launched in 2011, over 15,000 employers in the UK have signed up as Living Wage employers, which has delivered pay rises to over 460,000 low-paid workers.  
  
We are now seeking a Living Wage NI Programme Officer to join us at this exciting time on a full-time basis.  
  
**The Benefits**  
  
- Salary of £29,269 - £33,945 per annum  
- Travel reimbursed – 45p per mile  
- Generous annual leave entitlement  
- BUPA  
- Advice NI Social Committee events  
- Advice NI Wellbeing Committee events  
- Employer pension contribution  
- Access to Advice NI training  
- Annual training budget entitlement  
- Hybrid working options  
  
This is a terrific opportunity for an organised individual with employer-engagement experience in the public, private and third sectors to join our dedicated organisation.  
  
With your help, we can ease the financial burden on countless workers, allowing them to make the most out of life, in turn transforming families across the country.  
  
What’s more, by joining our team at Advice NI, you will play your part in our mission to provide accessible advice services. To support this, we have a great set of values focused on  
Independence, Diversity and Accessibility, Equality and Social Justice, Integrity, Transparency and Quality, and Collaboration.  
  
So, if you’re ready to apply your expertise to the future of Northern Ireland and make a difference, read on and apply today!  
  
**The Role**  
  
As a Living Wage NI Programme Officer, you will support the delivery of the Living Wage Programme with a particular focus on the employer accreditation process and growing our network of accredited employers.  
  
Supporting potential Living Wage Employers through accreditation, you will build strong working relationships and deliver a high-quality experience to accredited members of the network.  
  
You will encourage employers to advocate and engage with the Living Wage Foundation’s additional schemes and campaigns, assisting the Living Wage NI Regional Manager in plans to grow the number of regional accreditations.  
  
Providing project support, you will engage with stakeholders and support the growth of Living Wage schemes, ultimately increasing accreditations and improving the quality of our service.  
  
Additionally, you will:  
  
- Review and monitor Living Wage policy issues  
- Action enquiries and provide advice to employers and supporters  
- Provide administrative support for all aspects of the accreditation journey  
- Plan and organise events to celebrate and grow our network of Living Wage Employers  
- Represent Living Wage NI at meetings and events  
- Promote Living Wage Accreditation on social media  
  
**About You**  
  
To be considered as a Living Wage NI Programme Officer, you will need:  
  
- Experience of engaging with employers in the private, public and third sectors  
- Experience of developing working relationships and networks  
- A proven track record of success in working to and delivering high quality results to deadlines  
- A good understanding of anti-poverty work in Northern Ireland  
- A good understanding of employer networks in Northern Ireland  
- Working knowledge of major social media platforms  
- IT skills, with working knowledge of MS Teams, SharePoint and Zoom  
- Excellent interpersonal and communication skills  
- Excellent organisational and workload management skills  
  
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Advice NI is an equal opportunities employers, value diversity and are strongly committed to providing equal employment opportunities for all employees and all applicants for employment. Equal opportunities are the only acceptable way to conduct business and we believe that the more inclusive our environments are, the better our work will be.  
  
So, if you’re looking for a rewarding role as a Living Wage NI Programme Officer, please apply by sending your CV to [recruitment@adviceni.net](mailto:recruitment@adviceni.net)

Closing Date: Friday 16th August 12 noon