

**JOB DESCRIPTION**

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| **Job Title** | **Development Officer, South Belfast.** |
| **Reporting to** | Director. |
| **Salary** | NJC Scale 6 Point 22 (£31,364 at 2023/24 NJC Scale Level),  pro rata |
| **Hours** | 28 hours including occasional evening and weekend work for which time off in lieu will be given. |
| **Contract** | Permanent, dependent on annually renewed funding. |
| **Location** | Engage with Age Office, Belfast. The post covers mainly South Belfast. |
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# **Job Purpose**

The post seeks to increase involvement of older people in identifying and responding to needs within their own community and will focus on empowerment through training and support for older people to act as community leaders. The post delivers a health improvement programme contracted by the Public Health Agency.

## **Key tasks**

1. To support and develop the older people’s representative forum in South Belfast.
2. To develop mechanisms of ensuring older people’s views are communicated to local service providers.
3. To facilitate and deliver the provision of training/ lifelong learning/ health and wellbeing opportunities for older people.
4. To support the development of older people’s groups and group leaders.
5. To produce and co-ordinate regular information to older people.
6. To develop bringing and linking relationships between older people and community, voluntary, and statutory agencies.
7. To develop mechanisms to facilitate community groups, statutory and voluntary organisations to share skills and experience in order to optimise interagency working.
8. To provide Engage with Age with written monitoring and progress reports.
9. To work in co-operation and co-ordination with the Engage with Age team.

## **General Responsibilities**

1. Work closely with other staff in ensuring the involvement of older people in planning and development of Engage with Age and partner’s services.
2. Participate in neighbourhood events that involve or target older people and to participate in Engage with Age and partner’s events as appropriate.
3. Abide by Engage with Age equal opportunities, health and safety, and other company policies.
4. Undertake own self-administration to standard required.

**This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose and responsibilities for the role.**

**In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.**

**PERSONNEL SPECIFICATION**

Applicants must be able to demonstrate through example/s on their application form, evidence of the following core competencies which may also be tested during the interview/assessment process.

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| **Dimension** | **Scope** | **Essential** | **Desirable** |
| **Experience** | Three years’ recent experience of working in a community development role and delivering projects | \* |  |
|  | Three years’ recent experience of working with groups in a community setting. | \* |  |
|  | Demonstrable experience of organising group activities and programmes | \* |  |
|  | Experience of monitoring and evaluation and gathering information to support report writing to funders | \* |  |
|  | Demonstrable professional experience of delivering health and wellbeing programmes in a community or health context. | \* |  |
|  | Experience of partnership working at community level |  | \* |
|  | Experience of managing and reporting against a small budget |  | \* |
|  | Experience of working with volunteers |  | \* |
| **Knowledge, Skills & Attributes** |  |  |  |
|  | Working knowledge of community development practice | \* |  |
|  | Excellent communication, particularly one to one, and group facilitation skills | \* |  |
|  | Knowledge of health and social well-being issues for older people |  | \* |
|  | Ability to work on own initiative and as part of a team | \* |  |
|  | Proven ability to meet and maintain targets and outcomes | \* |  |
|  | Demonstrate the commitment and enthusiasm required to deliver a successful project | \* |  |
|  | Proficient in the use of social media, MS Office, Excel, Outlook, Word, PowerPoint, Zoom and video conferencing. | \* |  |
| **Qualification** | Degree level or equivalent qualification in a related discipline |  | \* |
| **X** | Ability to travel throughout Belfast and undertake occasional travel to other parts of Northern Ireland/ OR *Access to a car and clean driving licence.* | \* |  |
|  | Ability, on occasions, to work outside office hours | \* |  |

For further information on Engage with Age refer to our website [www.engagewithage.org.uk](http://www.engagewithage.org.uk) and Facebook Page <https://www.facebook.com/EngageWithAgeBelfast>