**Diverse Youth NI**

**Job Title: Community Integration Worker**

**Organisation: Diverse Youth NI**

**Location: 275A Antrim Road**

**Job Type: Part-Time (16 hours per week)**

**Contract Duration: 12 months**

**Salary: £10,996.80 per year**

**About Diverse Youth NI:** Diverse Youth NI is dedicated to promoting inclusion, diversity, and integration among young people in Northern Ireland. We aim to create a supportive environment where every young person feels valued and included, regardless of their background or circumstances.

**Job Description:**

**Overview:** Diverse Youth NI is seeking a dedicated and organized Community Integration Worker to join our team. This part-time role will be crucial in ensuring the smooth operation of our office and the successful execution of our community projects. The ideal candidate will be passionate about youth integration and diversity and possess excellent organizational and management skills.

**Key Responsibilities:**

1. **Office Management:**
	* Oversee the day-to-day operations of the office.
	* Manage office supplies, equipment, and maintenance.
	* Handle correspondence, phone calls, and emails.
	* Maintain accurate records and documentation.
2. **Project Oversight:**
	* Assist in the planning, coordination, and implementation of community integration projects.
	* Monitor project activities to ensure they are on track and within budget.
	* Liaise with project stakeholders, including community members, partners, and volunteers.
	* Prepare and present progress reports to the management team.
3. **Administrative Support:**
	* Provide administrative support to the management team and project coordinators.
	* Schedule meetings and appointments.
	* Organize and maintain files and databases.
	* Assist in the preparation of project proposals and funding applications.

**Qualifications and Skills:**

* Previous experience in office management or a similar administrative role.
* Strong organizational and multitasking skills.
* Excellent communication and interpersonal abilities.
* Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
* Ability to work independently and as part of a team.
* Passion for community work and youth integration.
* Experience with project management is desirable.

**Application Process:** To apply, please submit your CV and a cover letter outlining your suitability for the role to diverseyouthni@gmail.com.

Diverse Youth NI is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

**Contact Information:** For further inquiries, please contact info@diverseyouthni.com.