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| --- |
| Please complete and return this application form to: |
| **The Monitoring Officer, Concern Worldwide, 47 Frederick Street, Belfast, BT1 2LW** |
| **OR upload to the relevant job application on** [**www.concern.net/jobs**](http://www.concern.net/jobs) |
| **OR email to** [**ukhrenquiries@concern.net**](mailto:ukhrenquiries@concern.net) |
| **Please note: CVs will not be accepted** |

Information pack for candidates for the post of:

**CADA DEVELOPMENT OFFICER, Concern Worldwide, 47 Frederick Street, Belfast, BT1 2LW**

Dear Applicant,

Please find enclosed an application pack for the above post, which contains the following items:

###### Section 1: Background to Concern Worldwide and the post

###### Section 2: Job Description

Section 3: Essential and Enhanced Criteria

Section 4: Vacancy Application Form

Section 5: Job Competency Form

Section 6: Monitoring Form

Section 7: Returning your Application

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY**

1. Your application pack contains information about Concern Worldwide, the job vacancy and the person required. You should read these carefully to ensure that the job and conditions are suitable.

2. You must complete sections 4 and 5 accurately and return them to Concern Worldwide by the date and time indicated below. You are also asked to complete a monitoring form (section 6).

**3. It is your responsibility to ensure that sufficient information is provided to enable a short listing panel to assess your suitability for this post.**

***Please show clearly in your application how you meet the essential and enhanced criteria.***

4. Applications, CVs and attached sheets:

* Applications must be printed out, signed and posted to Concern Worldwide at the above address **OR** fully completed applications can be uploaded to the relevant job application page on our website at [**www.concern.net**](http://www.concern.net) **OR** emailed to [**ukhrenquiries@concern.net**](mailto:ukhrenquiries@concern.net)
* **CVs will not be accepted – only applications submitted on this form will be considered.**
* Additional sheets will only be considered if they are a continuation of a section of the application form where there is insufficient room to include all the necessary details.

5. It is the responsibility of the applicant to ensure that sections 4, 5 and 6 are completed and returned by **midnight on Friday 15th November.**

6. Under section 8 of the Asylum and Immigration Act 1996, all successful applicants must provide documentary evidence of their identity for verification and photocopying.

**Thank you for your interest in Concern Worldwide**

Yours sincerely

**Jackie Trainor**

**Director of Concern Worldwide, Northern Ireland**

**SECTION 1: BACKGROUND TO CONCERN WORLDWIDE (UK) AND THE POST OF**

**CADA DEVELOPMENT OFFICER**

**WHO WE ARE**

Extreme geographies. Extreme climate challenges. Extreme crises. Nothing will stop Concern fighting extreme poverty. Our teams on the ground are working together with people living in the most difficult situations, to bring about lasting change to lives, livelihoods and communities.

We provide lifesaving and life-changing support to communities around the world who are most vulnerable to crises. From rapid emergency response to our innovative programming in health and nutrition, livelihoods and education, we go to the hardest to reach places to make sure that no-one is left behind

**OUR VISION FOR CHANGE**

We believe in a world where no one lives in poverty, fear or oppression; where all have access to a decent standard of living and the opportunities and choices essential to a long, healthy and creative life; a world where everyone is treated with dignity and respect.

**OUR MISSION**

Our mission is to permanently transform the lives of people living in extreme poverty, tackling its root causes and building resilience.

**CADA in Northern Ireland**

This role is hosted by Concern UK but will work for CADA NI, of which Concern UK is a member. This role is supported through the UK Aid Alliance by funding from the from the Foreign, Commonwealth and Development Office (FCDO).

CADA is the Coalition of Aid and Development Agencies in Northern Ireland (NI), with membership organisations ranging from large UK or Ireland-wide NGOs to smaller, more local NGOs. CADA’s vision is for a just and fair society, both globally and locally. It brings together people and organisations to inspire change and tackle global poverty. CADA works to promote sustainable development, social justice and a fairer society in both local and global contexts. CADA is the only membership body specifically for International NGOs in NI and provides a platform for members to present a united voice on key advocacy issues, such as climate change and implementation of the 2030 sector agenda.

CADA’s Strategic Plan 2024-2027 identifies the following areas of focus:

1. Inspiring Change: CADA showcases the work of the sector and enables members to promote their work to new and diverse audiences through a range of events such as the One World Festival and discussions relating to international development
2. Influencing Regional and National Policy: As well as joining with other UK networks in the UK Aid Alliance on national policy issues, CADA currently provides secretarial support for the Assembly’s All-Party Group on International Development (APGID). The APGID is a key platform for engaging NI Assembly members on International Development issues and expanding the engagement of Stormont on these issues.
3. Supporting the Network: CADA supports our members to tackle challenges and stands in solidarity with organisations working on international development within the unique context of NI through sharing learning, information and best practice.

**SECTION 2: JOB DESCRIPTION**

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| --- | --- |
| **Post Title:** | **CADA DEVELOPMENT OFFICER** ; (4 days - 28 hours per week) |
| **Employer and Terms of Engagement:** | Concern Worldwide (UK). Fixed Term Contract, working 4 days and 28 hours per week. This role is subject to funding and will be set for a fixed term duration to start as soon as possible through to April 2027, when funding for the role will end. |
|  |  |
| **Reports to:** | Management Committee Chair of CADA NI  NI Director of Concern Worldwide |
| **Liaises with:** | CADA NI Management Team  CADA Member Organisations |
|  |  |
| **Based At:** | Concern Worldwide NI Office 47 Frederick Street Belfast (Hybrid) |
|  |  |
| **Start date:** | As soon as possible following appointment |

**Post Overview**

The Development Officer will play an important role in strengthening and expanding the network of Aid and Development Agencies in Northern Ireland. This post, funded by a three-year grant, will focus on fostering collaboration, inspiring change, and influencing policy within the Coalition. The ideal candidate will be proactive, innovative, and skilled in both relationship building and strategic planning.

CADA’s Strategic Plan 2024- identified 3 areas of focus: Supporting and Developing the Network, Inspiring Change and Influencing Policy. This role will contribute to each of these areas through a variety of responsibilities as outlined below.

**KEY DUTIES:**

**1. Supporting and Developing the Network**

* Management Committee Support:
  + Assist the CADA Management Committee (MC) and Sub-Groups to advance CADA’s mission and strategic objectives.
  + Provide administrative support to CADA MC and Subgroups as required.
  + With support from the CADA MC, identify and secure funding opportunities to enhance CADA’s initiatives and impact.
  + Support the MC in developing and managing annual activity budgets to ensure sustainable growth and resource allocation.
* Membership Development:
  + Promote CADA membership to relevant international development organisations and maintain accurate and up to date membership records.
  + Develop strong relationships with CADA members, encouraging active participation and engagement.
* Communication and Engagement:
  + Organise and facilitate opportunities for information sharing between network members, such as webinars and discussions forums, to promote collaboration and knowledge exchange among members.
  + Develop and manage effective communications channels, including CADA’s website(s), social media, and newsletter, to keep key members informed, engaged and to grow the network.
  + Monitor and respond appropriately to CADA communications and draft regular updates to CADA members.

1. **Inspiring Change**

* Event Planning and Coordination
* Play an active role in the planning and execution of the annual One World Festival (OWF), working closely with the MC, Sub-groups, and stakeholders to ensure successful member participation and public engagement.
* Evaluate the impact of the OWF and implement strategies to increase its reach and effectiveness.
* Public Engagement and Training: Plan and deliver public engagement events, including partnership events with local festivals, to raise awareness and support for international development causes.
* Coordinate learning workshops and training sessions, providing members with valuable resources and opportunities for professional development.

1. **Influencing Policy**

* Policy Advocacy and Coordination:

Support CADA in its role as the secretariat for the All-Party Group on International Development (APGID).

* + Facilitate APGID meetings, including recording minutes, managing communications, and maintaining an up-to-date mailing list of stakeholders.
  + Manage communications with MLAs, CADA Members and other stakeholders to drive policy discussions and advocate for international development issues.

**Additional Responsibilities:**

* Perform any other duties as required to support the development and success of CADA NI.

**CONDITIONS OF APPOINTMENT**

**Salary:** **£35,323 per annum (pro-rata based on working 28 hours of a FTE of 35 hours per week)**. Pension scheme is available.

**This is a fixed term contract post which will end April 2027. The fixed term contract will require a working pattern of 4 days per week, 7 hours per day and 28 hours per week** post.

The successful post holder will be required to complete a Basic AccessNI check and sign a criminal records self-declaration form.

Appointment will be subject to a **six**-month probationary period

**Concern disclaimer**

**Safeguarding at Concern: Code of Conduct and its Associated Policies**

Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern’s core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the safeguarding and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including criminal background checking.

**Equal Opportunities**

Concern Worldwide is an equal opportunities employer.

**Data Protection**

Information that you submit through this Site may be transferred to Concern offices outside of the European Economic Area. Concern respects your privacy, and has security procedures in place to protect your data at all times. Please see the links below leading to our Privacy Statement and Terms and Conditions for more details.

**Your Personal Data – Fair Processing Notice**

During this job application, you will provide Concern with your personal data. Concern takes its responsibilities towards this personal data very seriously and is committed to complying with all relevant data protection legislation. Concern uses this information to consider your suitability for this position and may contact you to call you for an interview. Your data may be shared internally to consider this application. Concern will not use your data for any purpose other than assessing your suitability for filling a vacancy with Concern. If Concern determines you are not best suited to the role you have applied for, but there is another role which may interest you, Concern may contact you in relation to that role. If you do not want Concern to contact you in relation to other roles please let us know. Concern will store your data securely. Your Concern applicant profile will be deleted automatically after 18 months of inactivity. You may request Concern delete your profile at any time by contacting your recruitment contact person or dpo@concern.net

You have the right to access data held by Concern about you at any time. Under certain circumstances, you have the right to have all data held by Concern about you erased. You have the right to have incorrect or incomplete data rectified and to have processing restricted. You have the right to complain to the Office of the Data Protection Commissioner if you feel Concern has acted inappropriately in relation to the collection or processing of your personal data. For more information in exercising these rights please contact your HR focal person or dpo@concern.net.

If you are not satisfied that the processing of your personal data above be carried out by Concern, please do not apply for this position.

**Submitting an Application**

By submitting an application to Concern via this Site, you thereby certify that you have not knowingly withheld any information that might adversely affect your chances for employment and that the information you have provided is, to the best of your knowledge, true, complete and accurate. You further certify that you have personally completed any application submitted in your name. You understand that any omission or misstatement of material fact on any application or on any document used to secure employment shall be grounds for rejection of such application or for immediate discharge if you are employed, regardless of the time elapsed before discovery

Concern does not guarantee the availability of any job advertised on the Site and will not be responsible should Concern have filled a vacancy at any time prior to the removal of the advertisement from the Site.

**Policy on Preventing Diversion of Organisational Resources**

Concern receives a substantial amount of funding from external donors each year. Increasingly donors are introducing requirements whereby future funding is conditional on Concern ensuring that the names of any new employee or volunteer do not appear on watch lists of suspected terrorists maintained by international organisations. These include:

* The European Union (List of person, groups and entities to which Regulation EC No. 2580/2001 applies;
* The US Government (Office of Foreign Assets Control list of specially designated Nationals and Blocked Persons); and
* The United Nations (Consolidated List)

In some circumstances, an offer of employment (either paid or voluntary) with Concern Worldwide will only be made once a clearance check against these lists has been conducted. Any such checks will be done in full compliance with the appropriate Data Protection legislation. For additional information please consult our web site or contact the Human Resource Division in our Head Office. By submitting a formal application to Concern for paid or voluntary employment, you agree to Concern carrying out a clearance check as outlined above. Please be aware that Concern will not proceed with your application should your name appear on any of the aforementioned lists.

In certain circumstances, donors may request that personal data relating to employees to work on the activities that they fund be provided directly to them - so that they can perform their own counter terrorism checks. This may involve transferring some basic personal data outside the EEA. It will be a condition of your employment contract that Concern be allowed to share this information with institutional donors for these purposes. Concern will ensure that the institutional donor has appropriate safeguards are in place to protect your data from unauthorized access or use. Concern will not comply with such requests without first seeking the employees’ agreement. Where such agreement is withheld, Concern may however not be able to employ (or continue to employ), the individual concerned.

For additional information please consult our web site or contact the Human Resource Division in our Head Office.

You have certain rights under data protection legislation. For more information on how to exercise those rights please visit <https://www.concern.org.uk/privacy-statement>

**Concern Worldwide is an equal opportunities employer and welcomes applications from all sections of the community.**

**SECTION 3: ESSENTIAL SHORT-LISTING CRITERIA**

1. Proven experience in network development, office administration, and strategic planning.
2. Strong communication and interpersonal skills, with the ability to engage and inspire diverse stakeholders.
3. Demonstrated ability to plan and execute events and public engagement activities.
4. Knowledge of policy, advocacy or campaigns, and experience in working with governmental and non-governmental organisations.

**ENHANCED SHORT-LISTING CRITERIA**

Concern will short-list only those candidates who appear from the information provided, to meet the essential requirements of this post, and may, in some circumstances, rely on enhanced criteria for shortlisting purposes.

***Enhanced criteria:***

1. Demonstrate the ability to coordinate the production of materials and resources to support the delivery of workshops and learning sessions.
2. Demonstrate the ability to hold space for open discussion, drawing out key concepts and acting as an agent for change.
3. Valid UK Driver’s license.

If a prohibitively high number of candidates meet the minimum shortlisting criteria, those who can demonstrate the enhanced criteria will be shortlisted.

**PLEASE NOTE:**

It is essential that applicants fully describe in the application form how they meet the experience and qualities sought. It is not appropriate simply to list the various posts that have been held. Assumptions will not be made from the title of posting(s) as to the skills and experience that may or may not have been gained.

**Conditions of Appointment**

The successful candidate will also need to comply with relevant CADA policies in alignment with those of Concern.

**SECTION 4: VACANCY APPPLICATION FORM**

* Please **type** or write clearly in **black ink** in **block capitals**
* All information will be treated in confidence and will be used by Concern Worldwide to assess your suitability for the post
* Candidates will be short listed on the basis of information contained in this application and checklist

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| --- | --- | --- | --- | --- |
| **Post Applied for:** | |  | | |
| **Reference:** | |  | | |
| **Closing Date:** | |  | | |
| **Where did you see post advertised?** | |  | | |
| **PERSONAL INFORMATION** | | | | |
| **Family Name:** |  | | | |
| **Forename(s):** |  | | | |
| **Address:** |  | | | |
|  | | | |
|  | | | |
|  | | **Postcode:** |  |
| **Day Tel:** |  | | | |
| **Evening Tel:** |  | | | |
| **Mobile Tel:** |  | | | |
| **Email:** |  | | | |
| **National Insurance No:** |  | | | |

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| **QUALIFICATIONS AND TRAINING** | | | | | | |
| **Type of Exam (GCSE, NVQ, A Level, Degree etc.)** | | | **Subject** | | **Grade / Result** | |
|  | | |  | |  | |
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| **EMPLOYMENT HISTORY** | | | | | | |
| **Present employer** | | | | | | |
| **Dates of**  **Employment:** | **Name & Address of Employer** | | | **Job Title and summary of main duties and responsibilities** | | **Reasons for leaving** |
| **From:**  **To:** |  | | |  | |  |
| **Current Salary:** | |  | | **Current Notice Required:** | |  |
|  | | | | | | |
| **Previous Employment** | | | | | | |
| **Dates of**  **Employment:** | **Name & Address of Employer** | | | **Job Title and summary of main duties and responsibilities** | | **Reasons for leaving** |
| **From:**  **To:** |  | | |  | |  |
| **From:**  **To:** |  | | |  | |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Previous Employment *continued*** | | | | | | | | |
| **Dates of**  **Employment:** | **Name & Address of Employer** | | **Job Title and summary of main duties and responsibilities** | | | | **Reasons for leaving** | |
| **From:**  **To:** |  | |  | | | |  | |
| **From:**  **To:** |  | |  | | | |  | |
| **REFERENCES** | | | | | | | | |
| All offers of employment are subject to receipt of satisfactory references. Please provide the names, telephone numbers, addresses and email addresses of two referees, one of whom should be your present or most recent employer/line manager, and one who knows/has known you in a work capacity and can comment on your suitability for this post. | | | | | | | | |
| **First Referee:** | | | | **Second Referee:** | | | | |
| **Name:** | |  | | **Name:** | |  | | |
| **Address:** | |  | | **Address:** | |  | | |
|  | |  | | |
|  | |  | | |
| **Postcode:** | |  | | **Postcode:** | |  | | |
| **Tel:** | |  | | **Tel:** | |  | | |
| **Email:** | |  | | **Email:** | |  | | |
| **Occupation:** | |  | | **Occupation:** | |  | | |
| **Relationship**  **to you:** | |  | | **Relationship**  **to you:** | |  | | |
| **DECLARATION** | | | | | | | | |
| I declare that the information on this form and any attachments is correct and complete.  I understand that to withhold, falsify or omit any relevant material fact(s) will lead to disciplinary action, including dismissal in the case of a successful applicant. I authorise the verification of any or all of the information listed on this form and any attachments. | | | | | | | | |
| **Signature:** |  | | | | **Date:** | | |  |

***If you are submitting your application online or by email please print your name in the signature box.***

**SECTION 5: JOB COMPETENCIES**

**Short listing Criteria - Job Competencies**

Concern Worldwide (UK) will shortlist for interview only those applicants who appear from the available information to be the most suitable candidates for the post in terms of relevant skills, experience and ability.

It is therefore essential that applicants fully describe how they meet each particular requirement, including relevant timescale/duration (i.e. provide dates), of the Short-listing Criteria and possible Enhanced Short-listing Criteria as provided in Section 3 of this document**.**

To meet the short-listing criteria, applicants must demonstrate experience and competency in the following areas:

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| 1. Proven experience in network development, administration, and strategic planning. |
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***(Max 250 words)***

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| --- |
| 1. Strong communication and interpersonal skills, with the ability to engage and inspire diverse stakeholders. |
|  |

***(Max 250 words)***

|  |
| --- |
| 1. Demonstrated ability to plan and execute events and public engagement activities. |
|  |

***(Max 400 words)***

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| --- |
| 1. Knowledge of policy, advocacy or campaigning experience in working with governmental and non-governmental organisations. |
|  |

***(Max 400 words)***

**Enhanced Criteria**

|  |
| --- |
| 1. **Demonstrate the ability to coordinate the production of materials and resources to support the delivery of workshops and learning sessions** |
|  |

***(Max 400 words)***

|  |
| --- |
| 1. **Demonstrate the ability to hold space for open discussion, drawing out key concepts and acting as an agent for change** |
|  |

***(Max 400 words)***

|  |
| --- |
| 1. **Valid UK Driver’s licence** |
|  |

***(Max 100 words)***

**SECTION 6: EQUAL OPPORTUNITY RECRUITMENT MONITORING FORM: SM-BEL: 21**

Concern Worldwide (UK) is committed to promoting equality, diversity and an inclusive and supportive environment for staff and volunteers.

In particular Concern Worldwide will seek to ensure that people are treated equitably regardless of their gender, race, ethnic background, age, disability, socio-economic background, religious or political beliefs and affiliations, marital status, sexual orientation or other inappropriate distinction.

The information collected will be used for monitoring purposes under the terms of the Data Protection Act 1998.

Introduction:

We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the Fair Employment & Treatment (NI) Order 1998.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

Community Background:

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

Please indicate the community to which you belong by ticking the appropriate box below:

|  |  |  |
| --- | --- | --- |
| I am a member of the Protestant community: |  |  |
|  |  |  |
| I am a member of the Roman Catholic community: |  |  |
|  |  |  |
| I am not a member of either the Protestant or the Roman Catholic communities: |  |  |

If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.

Sex: Please indicate your sex by ticking the appropriate box below:

|  |  |  |
| --- | --- | --- |
| Male: |  |  |
|  |  |  |
| Female: |  |  |

Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.

***Thank you for your cooperation in completing this form***.

**SECTION 7: RETURNING YOUR APPLICATION**

***Concern Worldwide (UK) is an Equal Opportunities Employer.***

**IF YOU ARE RETURNING YOUR APPLICATION FORM BY POST:**

Please place this Monitoring Form (Section 6) in a separate envelope marked **Monitoring Form** and return with completed Sections 4 and 5 to:

**The Monitoring Officer, Concern Worldwide, 47 Frederick Street, Belfast, BT1 2LW**

This Monitoring Form (Section 6) will be kept separate from Sections 4 and 5 and kept confidential. It will only be used for monitoring purposes and will not be used or seen by the short-listing or interview panel.

**IF YOU ARE RETURNING YOUR APPLICATION FORM VIA OUR WEBSITE OR BY EMAIL:**

**NB** Please return **ALL** pages as one document.

If you are returning your application via our website, please upload your complete application document to the relevant job application page at [www.concern.net](http://www.concern.net). If you are returning your application by email please send your complete application document to [ukhrenquiries@concern.net](mailto:ukhrenquiries@concern.net). This Monitoring Form (Section 6) will be detached from Sections 4 and 5 and kept confidential. It will only be used for monitoring purposes and will not be used or seen by the short-listing or interview panel.

**ALL APPLICATIONS MUST BE RECEIVED BY: midnight 15th November 2024**

* Late applications will not be considered
* Applications that are not fully completed will not be considered
* CVs will not be considered

**INTERVIEWS ARE SCHEDULED TO TAKE PLACE ON: w/c 25th November 2024**

If you have any queries about anything in this information pack please contact:

Concern Worldwide

47 Frederick Street

Belfast

BT1 2LW

Telephone: 028 9033 1100