**JOB TITLE:** Community Outreach Cohesion Coordinator

**BASED AT:** Shaftesbury Community & Recreation Centre

**RESPONSIBLE TO:** Director of Service

|  |  |  |
| --- | --- | --- |
| **Factor** | **Essential Criteria** | **Method of Assessment** |
| Qualifications & Experience | * A third level qualification or equivalent in Community Development or Race Relations including Good Relations

OR* 2 Years’ work experience in a paid capacity in the areas of Community Development, Race / Good Relations
 | NB: Only those applicants who demonstrate clearly on their application that they have the required level of qualification/experience will be shortlisted for interview |
| Knowledge & ExperienceEssential | * Proven ability to project plan, manage funding and monitor and evaluate projects
* Knowledge of policy in relation to integration and racial equality and an understanding of the impact of the NI context on cohesion
* Experience of working with both indigenous and migrant communities
* Knowledge of the statutory, voluntary and community sector in South Belfast
 | Application form/interview |
| Knowledge & ExperienceDesirable | * Experience of organising seminars and residential based events
* Previous experience of directing and supporting volunteers
* Knowledge of the change in demographics and community relations in South Belfast
* Experience in working with language interpreters
 | Interview |
| Skills & AbilitiesEssential | * Good communication skills, written and verbal
* Ability to work as part of a team
* Demonstrated ability to work within a multi agency setting
* Computer literate, with experience of working with Microsoft (Word, Excel & Outlook
* Ability to collate data, write reports
* Demonstrated ability to work and relate well with a wide variety of people and to work in a culturally sensitive manner
* Ability to work independently and as part of a team
 | Interview |
| Desirable  | * Current UK full driving licence
 | Application |