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**Ballybeen Improvement Group**

Unit 7 Enler Complex

Craigleith Drive

Ballybeen

BT16 2QP

*Tel: 02890 489990*

**Community Development Manager, Ballybeen**

**Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | Third level qualification | Relevant 3rd Level qualification in a community development related field.Community Development Certificate / Management qualifications |
| **Experience and knowledge** | Minimum two years’ experience in community development work (three years if no qualification in a community development related field)Two years’ experience in planning, implementing and developing programmes with various groups and individuals.Demonstrable experience of strategic and financial planning, budget control, day-to-day management of an organisation or department and monitoring and evaluation of delivery against objectivesExperience in preparing financial statements, tracking income and expenditure, and maintaining accurate accounting recordsExcellent working knowledge of funding or developing and managing income generation.Experience in preparing, writing and presenting reports.Experience producing newsletters and updating relevant information using social media.Experience of the community voluntary sector in Northern IrelandKnowledge of funding opportunities and experience of completing funding application. | Five years’ experience in the essential criteria themes. Knowledge of Community Development issues in East BelfastUnderstanding of policies affecting community developmentUnderstanding of complex needs of a large housing estate |
| **Skills and abilities** | Well-developed leadership qualitiesProven negotiation skillsThe ability both to work on your own initiative and to accept direction from Line Management appointed by the Board of Directors The ability to develop good personal relationships with Directors, member groups and stakeholdersPrevious experience of IT systems, including Word and ExcelExcellent presentation skills |  |
| **Others** | Willingness to undertake travel outside of Northern Ireland if needed (in exceptional circumstances)A current full driving license and the use of a vehicle for business purposes (or) have access to a form of transport that will enable you to meet the requirements of the post in full.Access NI clearance |  |

No applicant will be shortlisted for interview unless the application form clearly demonstrates that they meet **all** the essential criteria. Ballybeen Improvement Group reserves the right to shortlist applicants for interview based on the essential criteria only or on the essential and desirable criteria