



The Rural Support Networks CWSAN and COSTA invite you to apply for our new Project Officer post funded by Dormant Assets NI and delivered by The National Lottery Community Fund.

Job Title: “Project Officer”- Access to Resilience- Rural Mid Ulster

Hours: Part time : 4 days per week (32 hrs) over 36 months

Salary NJC Scale: £25,692 (pro rata- SCP 21, £32,115)

Pension scheme Contribution of 3%. Health insurance options

Leave: 20 days annual plus 11 Statutory days. Time in Lieu system

Hybrid work flexibility with outreach across Mid Ulster

Job Description

Key function: To engage underrepresented Rural VCSE groups across Mid-Ulster through direct support to specific community groups that require Resilience and Capacity support and resources to overcome existing barriers to engage effectively in community activities. Providing support to address historic inequality and building upon coordinated collaborative approaches to ensure community engagement in line with programme objectives. The post holder will be expected to participate in activities and meetings outside normal office hours equivalent to min 2 evenings per week and other times including Saturdays as required to meet the needs of the project.

- Please note: *this job description will be subject to review and may include other duties and responsibilities as may be determined in consultation with the job holder. It is not intended to be rigid and inflexible, but should be regarded as providing guidelines within which the post holder works.*

Remit of Post Holder

- To contribute to the identification of local needs in relation to community involvement, community development improvement and tackling local inequalities.
- To collaborate with groups from Rural and other underrepresented VCSE sector groups to work out what the cohort of local groups effectively need to become more resilient and sustainable
- To further identify and map current community capacity, resources and skills gaps within the cohort of groups

- To ensure effective and efficient community participation in the development, planning and delivery of a targeted programme of support to local communities to implement sustainable and resilient community activities
- To support Rural Networks help a specific cohort of Mid Ulster groups to improve their capacity and resilience through the following Training support: financial planning and budgeting, project management, good governance, diversity and inclusion, digital skills, impact measurement, strategic planning, volunteer management, collaboration, leadership, and Succession planning.
- To assist the Rural Support Network improve access to our services by supporting the design or delivery in a different way that encourages and supports participation
- To assist groups address existing barriers to capacity building and achieve meaningful and inclusive participation.
- To raise awareness of key local cross community developments and issues across the MUDC area to include such as Community Planning etc
- To Contribute to performance measurement including establishment of baseline information and the measurement of improvement through the use of a diagnostic tool
- To liaise with local stakeholders across all relevant sectors to help identify ways of increasing knowledge of, and access to increased community activity such as community health and wellbeing programmes and services.
- To assist CWSAN and COSTA Rural Support Networks to improve their support capacity for underrepresented VCSE groups not currently benefiting from support
- To support CWSAN and COSTA Rural Support Networks to identify and develop innovative grant making opportunities and in particular to ensure effective engagement with grantees providing support in our grant making processes
- To provide opportunities for local groups to network across the District and beyond and to share in their learning with similar organisations.

Requirements for Post Holder

Essential Criteria

- Degree or equivalent professional qualification plus a minimum of 3 years' full time experience in field of either community development, health, rural development or related project delivery
- Experience in Facilitation in the community sector and ability to work with different groups in their development and progression towards sustainability
- Demonstrate an understanding of determinants and issues of underrepresented communities and how to tackle same using community development approaches and principles.

- Demonstrate understanding of policies and strategies which affect underrepresentation specifically in Rural areas and cross community work
- Experience in the delivery of the key areas of Training Supports required for capacity building and improved resilience in the community sector
- Experience in how to assess community information, needs and outcomes and provision of support for the development of appropriate action plans, strategies and succession plans.
- Experience of contributing to performance measurement, use of diagnostic tools of Quality monitoring and of evaluation processes
 - Demonstrate an ability to work on own initiative and as part of a team to a high performance standard
 - Demonstrate high level communication and organisational skills.
 - Knowledge and experience of computer software packages & systems to include excel, publisher, Word, Web/internet, Power point and an ability to analyze and use data.
 - Have a current full, valid driving license and access to a car on appointment.
*This Criteria will waived in the case of applicants whose disability prohibits driving but who have access to a form of transport approved by the Board which will permit the successful applicant to carry out duties of the post.

Desirable criteria

- Understanding of cross sector, cross community support across Mid Ulster

PERSONNEL SPECIFICATION

Factor	Minimum Criteria- Essential	How will information be obtained
1. ATTAINMENTS (General and Higher Education. Professional/Management Training. Relevant experience .	<ul style="list-style-type: none"> • Degree or equivalent professional qualification plus min.of 3 years' F/T experience in either community development, health, rural development or related project delivery 	Application form
2. KNOWLEDGE AND INTERESTS	<ul style="list-style-type: none"> • Experience in Facilitation in the community sector and ability to work with different groups in their development and progression towards sustainability • Demonstrate an understanding of determinants and issues of underrepresented communities and how to 	Application form and Interview

	<p>tackle same using community development approaches and principles.</p> <ul style="list-style-type: none"> • Demonstrate understanding of policies and strategies which affect underrepresentation in Rural areas and cross community work • Experience in the delivery of the key areas of Training Supports required for capacity building and improved resilience in the community sector • Experience in how to assess community information, needs and outcomes and provision of support for the development of appropriate action plans, strategies and succession plans. • Experience of contributing to performance measurement, use of diagnostic tools of Quality monitoring and of evaluation processes 	
<p>3. SPECIAL APTITUDES (Dexterity, numeracy, computer literacy, communication etc.)</p>	<ul style="list-style-type: none"> • Demonstrate an ability to work on own initiative and as part of a team to a high performance standard • Demonstrate high level communication and organisational skills. • Knowledge and experience of computer software packages & systems to include excel, publisher, Word, Web/internet, Power point and an ability to analyze and use data. • Have a current full, valid driving license and access to a car on appointment. *This Criteria will waived in the case of applicants whose disability prohibits driving but who have access to a form of transport approved by the Board which will permit the successful applicant to carry out duties of the post. 	<p>Interview</p> <p>Application</p>

4. SPECIAL CIRCUMSTANCES	The post holder will be expected to participate in activities and meetings outside normal office hours of approx. 2 evenings per week and other times as required to meet the needs of the project. A time in lieu system will operate.	Application
5. DESIRABLE	<ul style="list-style-type: none"> • Understanding of local rural and community support infrastructure across Mid Ulster 	Application form and Interview

For further information and an Application Pack please contact:
Network Administrator - (CWSAN)
Cookstown & Western Shores Area Network (CWSAN)

Email: info@cwsan.org
Tel; 028 8773 8845

Floor 1, No. 34, The Square
Stewartstown, Dungannon, BT71 5HU

Closing date: Wednesday 12th February 2025 at 3.00pm
Please note: Late applications will not be considered

NB: Interviews will take place Friday 21st February 2025

CWSAN strives towards Equal Opportunities Employment.



Delivered by

**THE NATIONAL LOTTERY
COMMUNITY FUND**