**Community Research Network Coordinator**

**Person Specification**

| | **Essential** | **Desirable** |
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| **Qualifications** | Applicants must, as at the closing date for receipt of application forms: <br><br> • Have a third level qualification in a relevant discipline. <br><br> • Be able to demonstrate on the application form, by providing personal and specific examples, at least two year's relevant experience in each of the following areas: <br><br> **OR** <br><br> • Be able to demonstrate on the application form, by providing personal and specific examples, at least four years relevant experience in each of the following areas: | Have a third level qualification in Community Development / City Planning /Urban Regeneration |
| **Experience** | • Planning and implementation of network activities. <br> • Facilitate communication among members and partners of a network(s). <br> • Managing Funds and Budgets. <br> • Organising engagement | • Knowledge of research and community regeneration issues in Belfast; <br> • Knowledge of Inner |

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| | activities like workshops and seminars.<br>• Maintaining communication channels (newsletters, social media).<br>• Monitoring progress and outcomes. | City Belfast. |
| **Aptitudes** | • Experience in applying for funding for projects and programmes.<br><br>• Ability to demonstrate knowledge and understanding of working in areas of deprivation.<br><br>• Well-developed leadership and team work qualities. | • Knowledge of funding bodies |
| **IT Skills** | • Experience in the use of Microsoft Office and competent in the use of Word, Excel as well as use of email and internet. | • Knowledge and experience of how to write evaluation and monitoring reports to funding bodies |
| **Communication Skills** | • Ability to motivate and encourage others.<br><br>• Ability to use own initiative but can also work well in a team.<br><br>• Ability and experience in preparing, writing and presenting reports and strategies | • Excellent presentation skills |
| **Other** | • Ability to work evenings and weekends as required to meet the demands of the job.<br>• Ability to travel to meet the demands of the job. | |