**Change Makers Project**

**Job Description**

**Job Title:** Project Worker

**Duration:** 1 year

**Key Function:** To deliver Shankill Women’s Centre Change Makers Project through coordination of OCN programmes, Information Sessions and Residential Trips.

**Responsible to:** Line Manager, Centre Manager and Board of SWC

**Location:** Shankill Women’s Centre

**Hours per week:** 37.5

**Salary:** £25,419 per annum

**Project Summary:** Change Makers is a project which has been designed to bring together women from North & West Belfast from Protestant, Unionist, Loyalist (PUL) and Catholic, Republican, Nationalist (CRN) communities in order to build better relationships, understanding and promote democratic activities in regards to:  
\*UK Politics and Republic of Ireland Politics  
\*Women in Leadership  
\*Community Development  
\*Good Relations

**PERSONNEL SPECIFICATION**

**Essential Criteria**

* 3 years employment working with women/young women within a community-based project.
* Experience of community-based project delivery.
* Experience in planning, organisation and delivery of community development events and initiatives.
* Knowledge of political arena within Northern Ireland, the Republic of Ireland and the United Kingdom.
* High standard of IT skills (working knowledge of Microsoft Packages/Google Drive)
* Working experience of project budgets.
* Proficient in project monitoring, analysis, and evaluation.
* High standard of report writing and data presentation.
* Excellent communication skills both oral and written.
* Demonstrative experience and knowledge of accreditation processes e.g. OCN/CCEA
* Flexible approach to working hours, evening and weekend work is a pre-requisite within this post (will include overnight/UK wide residential)

**Desirable**

* Knowledge of concerns and issues affecting women in areas such as the North and West Belfast.
* Knowledge of Fundraising
* A full driver’s licence and access to a form of transport which will enable the post holder to meet the requirements of the post in full.
* Knowledge of political arena within Northern Ireland, the Republic of Ireland and the United Kingdom.

**Key Duties**

1. To play a positive and proactive role as a member of a small team to ensure the successful implementation of the overall project.
2. To maintain and develop the Change Makers Project.
3. To recruitment women to engage with the project using a variety of methods.
4. To increase dialogue, sharing and awareness of community development and the politics.
5. To promote and encourage women’s continuous participation in civic society.
6. To promote a greater understanding and acceptance of diversity of all communities.
7. To arrange 6 seminars annually in order to promote learning and provide an opportunity to increase awareness.
8. To organise, plan and attend residential visits to London and Dublin on an annual basis.
9. To organise a range of accredited and non-accredited programmes.
10. Development or sourcing of appropriate training materials and resources to assist in the delivery of the programme.
11. To organise programmes and information sessions with appropriate guest speakers which provide opportunities for women to raise their aspirations, confidence, awareness, knowledge and their ability to learn and grow.
12. To provide opportunities which support women to develop their own leadership qualities and skills.
13. Be responsible for sharing information and representing Shankill Women’s Centre/Change Makers project at events and functions.
14. Attend both internal and external meetings.
15. To accurately maintain appropriate systems to monitor and evaluate the project.
16. To track individuals progress and development and how they put their Change Makers journey into practice.
17. To support and track participants involvement within the community e.g. PTA, Board of Governors, Steering Committees.
18. To provide additional opportunities for women through linking and engaging with all SWC projects and activities.
19. To provide one to one or small group sessions for participants.
20. Ability to work on own initiative or as part of a team.
21. Provide regular verbal and written reports to the Project Manager.
22. Adhere to SWC and Project specific policies and procedures.
23. To undertake any other reasonable duties that support the wider work of SWC - For example: planning, set-up, take-down of events and activities.

The post holder will keep completely confidential any information regarding those participating, their families or any other information which is learnt as part of the job. Such information must not be passed on without proper authority unless it is in the best interest of the participant. The post holder shall, in each instance refer to the policy of SWC to ascertain his/her responsibilities in their situation.

**Note: SWC reserve the right to amend criteria if required to do so.**

APPLICATION FORM

PRIVATE & CONFIDENTIAL

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| **POST:** Project Worker (37.5hrs) | **CLOSING DATE:**  Completed applications to be returned by Tuesday 23rd January @ 12noon. |

Please complete all sections of this application form accurately, giving as many details as possible of your skills and experience relating to this job application and personnel specification. Please note CV’s must not be included as part of your application and if submitted will not be considered. It is therefore important that this form is completed with sufficient information to demonstrate how and to what extent you meet the job requirements. SWCreserves the right to shortlist only those applicants who appear from the information supplied in the application form to meet the requirements of the post, as detailed in the personnel specification. Only those shortlisted will be progressed to the next stage of the recruitment process.

APPLICATIONS WILL BE ACCEPTED BY E-MAIL.

Please complete the application form along with a separate envelope containing the Equal Opportunities Monitoring Questionnaire and return by post in an envelope clearly marked ‘Private and Confidential’ with your completed and signed application form.

Change Makers Project Worker

# A P P L I C A T I O N F O R M

SURNAME: MR/MRS/MS

FORENAMES:

ADDRESS:

POSTCODE:

TELEPHONE NO: Work: Home:

Mobile: Email:

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| --- | --- |
| Secondary & Further Education | |
| Subjects | Grade |
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| --- | --- | --- | --- |
| University/Third Level Education | | | |
| University/College | Degree/Other Qualifications Awarded (Please state Class & Division) | | |
|  |  | | |
| Professional Qualification | | | |
| Qualification | | Exam Date | Result |
|  | |  |  |

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| --- | --- | --- | --- | --- |
| Employment History (Please start with your present or most recent employment) | | | | |
| Dates  To & From | Name & Address of Employer | Position Held & Brief  Outline of Duties | Reason for Leaving | Salary |
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| Medical History/Disability |
| In line with the Disability Discrimination Act 1995, a disability is defined as ‘a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities. Please detail if you consider yourself as having a disability. |
| Give details of any illness, operation or accident resulting in lengthy absence from work. |

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| Accompanying Statement – ESSENTIAL CRITERIA |
| Please use this part of the application form to describe how you feel you meet the essential criteria for the post. The panel will use the information to assess your application against the criteria for the post. |
| 3 years employment working with women/young women within a community based Good Relations Project. |
| Detail your experience of delivering a community-based project. |
| Please explain your experience in planning, organisation, and delivery of community development events/initiatives. |
| Please give details of your high standard of IT skills (working knowledge of Microsoft Packages/Google Drive). |
| Please detail your working experience of project budgets. |
| Please provide evidence of your proficiency in project monitoring, analysis, and evaluation. |
| Please demonstrate your high standard of report writing and data presentation. |
| Please evidence your excellent communication skills, both oral and written. |
| Please provide details regarding your demonstrative experience and knowledge of accreditation processes e.g. OCN/CCEA |
| A flexible approach to working hours, evening and weekend work is a pre-requisite within this post (will include overnight/uk wide residential) – please detail if you can agree to this approach. |

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| Accompanying Statement – DESIRABLE CRITERIA |
| Please use this part of the application form to describe how you feel you meet the desirable criteria for the post. The panel will use the information to assess your application against the criteria for the post. |
| Please demonstrate your knowledge of concerns and issues affecting women in areas such as the North and West of Belfast. |
| Please provide details of your knowledge of Fundraising. |
| A full driver’s licence and access to a form of transport which will enable the post holder to meet the requirements of the post in full is desirable – please state how this applies to you. |
| Please describe your knowledge of the political arena within NI, the Republic of Ireland and the UK. |

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| Date you would be free to take up the post, if appointed: |

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| --- | --- |
| **REFEREES** - Please provide the name and address of two referees who should have knowledge of you in a working/academic capacity (one should be your most recent employer if relevant). References will only be taken up at appointment stage. | |
| *Current Employer - (Or if not currently employed, most recent Employer)* | *Other* |
| Name:  Position:  Address:  Tel No: | Name:  Position:  Address:  Tel No: |

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| Are you eligible to work in the UK:  You will be required to provide documentation to support this claim (under Section 8 of the Asylum and Immigration Act 1996) if offered the post. |

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| I certify that all the information I have given is correct to the best of my knowledge. I understand that knowingly giving any false information may result in any job offer being withdrawn or, if appointed, to dismissal.  Signature of Applicant: ......................................................... Date: ................................ |

Please return the completed form by the closing date to Elaine

Email: [admin@shankillwomenscentre.org](mailto:admin@shankillwomenscentre.org)

or a hard copy to

Reception at Shankill Shared Women’s Centre, 3 Mayo Link, Belfast, BT13 3BD

**Interviews will be held: Tuesday 28th January 2025**

FSCAA

Monitoring Questionnaire

We are an Equal Opportunities employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job. To demonstrate our commitment to equality of opportunity in employment, we need to monitor the community background of our employees, as required by the Fair Employment (NI) Order 1998.

**1. Perceived Religious Affiliation**

|  |  |
| --- | --- |
| I am a member of the Protestant community | 🞏 |
| I am a member of the Roman Catholic community | 🞏 |
| I am a member of neither the Protestant nor Roman Catholic community | 🞏 |

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**2. Gender**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please indicate whether you are: | Female | 🞏 | Male | 🞏 |

**3. Disability**

In line with the Disability Discrimination Act 1995, a disability is defined as “a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities”

Having read this definition, do you consider yourself to have a disability?

Yes 🞏 No 🞏

1. **Age Band**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *16 – 20* | 🞏 | *21 – 30* | 🞏 | *31 – 40* | 🞏 | 65+ | 🞏 |
| *41 – 50* | 🞏 | *51 – 60* | 🞏 | *61 – 65* | 🞏 |  |  |

***5. Cultural/Ethnic Origin***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *White* | 🞏 | *Pakistani* | 🞏 | *Chinese* | 🞏 |
| *Traveller* | 🞏 | *Black/African-Caribbean* | 🞏 | *Indian* | 🞏 |
| *Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | | | |