

**Candidate Information Pack**

**For the position of**

**Community Development Officer**

**Dear Applicant**

Thank you for your interest in the role of Community Development Officer

This is a crucial position within our organisation and essential to the development and support of communities across the Causeway Coast and Glens Borough Council.

**How to Apply**

1. **Review this application pack**

Carefully read this pack for full details about the role and the requirements

1. **Submit the following documents by Thursday 6th February 2025 at 4pm**

**Cover Letter:** Provide a cover letter (maximum 2 A4 pages) outlining your interest in the position and detailing how you meet the specified criteria.

**CV:** Attach a CV that highlights your relevant experience and education, referring to the Job Specification.

**Reference Details form:** Complete the attached reference request form with details of two referees, one of whom must be your current or most recent employer.

1. **Interview Process:**

Shortlisted candidates will be invited for interview during the week beginning 17th February 2025.

If you have any issues with submitting your application, need accessibility accommodations or would like to discuss, please contact Katherine Murphy at manager@theresourcecentre.org

We look forward to receiving your application.

Your Sincerely,

Katherine Murphy



Manager

Building Communities Resource Centre (BCRC)



**Background / Introduction**

Building Communities Resource Centre (BCRC) is an NGO (non-governmental body) and community support network established in 2001 for local residents and community / voluntary and statutory organisations providing advice, guidance and information on community development, community relations, good relations and responding to health and support needs of young people, older people and BAME community.

BCRC also assists the third sector (community and voluntary sector) with project and strategy design and development, we assist with the implementation of community strategies and action plans in order to achieve and realise their ambitions for better thriving communities.

BCRC is operating in an environment that can be characterised by change and uncertainty, while such change brings concerns and anxieties, BCRC aims to support and address issues impacting and affecting communities and groups within the Causeway Coast and Glens Borough Council, Mid and East Antrim Borough Council and Derry and Strabane District Council areas. We aim to work in partnership with all community based groups primarily across the CCGBC area and all / voluntary / statutory organisations to work together and build innovative solutions to social and community challenges.

BCRC provides locally focused and flexible services, with the ability to adapt to emerging needs as they arise. We are ambitious to grow and develop BCRC to deliver sustained developments and improvements within the community and voluntary sector.

**Who are we?**

* We are an organisation that values equity, diversity and respect; provides quality services and actively encourages participation and development.
* We are an organisation committed to equality, inclusion and cohesion within the society we serve.
* We are a network of community groups and charities.
* We are a team of dedicated staff and volunteers delivering projects across the CCGBC area.
* We are advocates for community Development and empowerment.

**Vision**

Sustainable, inclusive, peaceful and cohesive communities

**Mission**

To provide a hub for services to local communities that promotes a more empowered and cohesive society for all

**Values**

People Focused and Collaborative

Inclusive and Equality/Equity

Responsive and Empowering

Impactful and Connected

Leadership and Participation

**Core Services**

Throughout the delivery of our services, we will always be adhering to the Nolan principles:

***Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership***

* A Resource Centre available to support communities with resources and a welcoming and safe space for groups to meet, adaptable spaces to meet group and individual needs.
* Community Relations; working towards a peaceful, inclusive and shared society based on reconciliation and mutual trust and respect.
* Network development and capacity building, providing support, training, advice and guidance to grassroots communities to enable positive and empowered communities. We will continue to promote good governance practices in BCRC and in our membership organisations.
* Ethnic Communities Project, support people from Black, Asian, Minority Ethnic (BAME) communities across the CCGBC area. Providing outreach support, training, advice and opportunities for meaningful engagement within the wider communities.



**Job Description**

**Post:** Community Development Officer (Full time) (1 Post)

**Responsible to:** BCRC Manager

**Salary:** £26,500 per annum

**Main Purpose of post:**

To be responsible for the effective delivery of capacity building and community relations programmes and support services to targeted communities and building relationships with disengaged communities within the Causeway Coast and Glens Borough Council area to promote a peaceful and shared society based on reconciliation, respect and mutual trust. To build resilience within communities and work toward succession planning.

**Main Duties and Responsibilities:**

* To lead out on and deliver Community Relations initiatives and programmes across the Causeway Coast and Glens Borough Council area, further afield if the opportunity arises
* To work alongside community organisations and groups to provide support, advice, guidance to increase capacity and build resilience and succession planning
* To support the production of a regular BCRC Newsletter by submission of relevant information
* To engage in consultation and review processes to ensure that services and projects remain responsive, ensuring maximum levels of participation
* To encourage networking and partnership working in order to further good community relations, this includes establishing relationships with appropriate agencies in the community, statutory and voluntary sectors
* To identify sources of funding and apply for funding to support the work of this post
* To identify sources of funding and assist with funding applications to support the many community groups / organisations that we work with
* To undertake monitoring and evaluation of the projects and action plans that are developed in accordance with the project
* To engage in public relations activities as deemed necessary to promote BCRC and the projects
* To produce monthly reports to the manager detailing progress in relation to the post requirements
* To fully participate in staff meetings and appraisals as requested to do so by the manager
* To undertake any training opportunities identified by the manager to enhance the outputs of the position
* To work evenings and weekends as and when necessary to ensure effective delivery of services
* To undertake any additional duties deemed appropriate by the manager

**Personnel Specification**

**Essential:**

* 3rd level qualification in a relevant discipline – community relations, community development, community leadership, social policy, youth and community work and a minimum of one year of community development / community relations practice (paid or voluntary)
	+ Or a minimum of 3 years community development / community relations practice (paid or voluntary)
* Evidenced experience of facilitating a wide variety of groups
* Extensive knowledge of the issues, policies and practices which impact on relationships between and within communities
* Evidence experience of auditing and assessing community need and developing programmes to meet need (including developing and Implementing action plans)
* Knowledge and understanding of statutory, voluntary and community sectors and experience of inter-agency working
* Evidenced experience of monitoring and evaluating work and the impact
* Evidenced experience of ability to work on your own initiative and also partnership and team working
* Evidenced excellent communication and interpersonal skills
* Access to transport as necessary to carry out the post requirements
* Knowledge of Microsoft Office and IT competent

**Desirable:**

* Experience of policy affecting local communities
* Experience of fundraising and finance management
* Experience of completing successful funding applications

**Other Requirements:**

* Access NI Check
* Right to work in the UK
* Two satisfactory references

The shortlisting panel reserves the right to enhance the shortlisting criteria in order to affect a more manageable shortlist.



**Candidate Reference Request Form**

***Position: Community Development Officer***

Please complete the following form with the details of two referees. One referee must be your current or most recent employer. References will only be contacted if an offer of employment is being considered. All information provided will be handled confidentially.

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| --- |
| **Candidate Information** |
| **Full Name:** |  |
| **Position Applied For:** | Community Development Officer  |
| **Date of Application:** |  |

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| --- |
| **Referee 1 (Current or Most Recent Employer)** |
| **Referee’s Full Name:** |  |
| **Position/Job Title:** |  |
| **Company/Organisation Name:** |  |
| **Relationship to Candidate:** (e.g., Manager, Supervisor) |  |
| **Contact Information:*** + **Phone Number:**
 |  |
| **Contact Information:*** + **Email Address:**
 |  |
| **Dates of Employment in this Role:** |  |
| **Candidate’s Main Responsibilities in this Role:** |  |
| **Salary in Current or Most Recent Role:** |  |

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| --- |
| **Referee 2 (Professional Contact)** |
| **Referee’s Full Name:** |  |
| **Position/Job Title:** |  |
| **Company/Organisation Name:** |  |
| **Relationship to Candidate:** (e.g., Manager, Colleague) |  |
| **Contact Information:*** + **Phone Number:**
 |  |
| **Contact Information:*** + **Email Address:**
 |  |
| **Dates of Employment/Association with Candidate:** |  |
| **Candidate’s Main Responsibilities/Role during Association:** |  |

**Consent for Reference Contact**

I confirm that I have informed the above referees that they may be contacted in connection with my application for the position at BCRC, and I have obtained their consent to provide a reference on my behalf.

* **Candidate’s Signature:**
* **Date:**

**Instructions for Candidates**

1. Complete the form with your referee details, ensuring that one is your current or most recent employer
2. Confirm that both referees are aware of and consent to being contacted regarding this role.
3. Submit this form along with your application.

Thank you for your cooperation. References will only be contacted as part of the final hiring process.