**POST DETAILS**

**Job Title:** People Development Officer

**Location:** Dún Uladh Cultural Heritage Centre

**Reporting to:** Reachtaire

**INTRODUCTION:**

Dún Uladh Cultural Heritage Centre is the Regional Resource Centre for Comhaltas Ceoltóirí Éireann (CCÉ) and a Cultural hub for West Tyrone.

Comhaltas Ceoltóirí Éireann (CCÉ) is a non-profit, volunteer led cultural movement established in 1951.

With over 450 branches across the world in 22 countries, we deliver Irish traditional music classes, sessions and events as well as Irish language classes. Our annual Fleadh series (music competitions) which culminate in Fleadh Cheoil na hÉireann (All-Ireland Fleadh), has qualifying rounds not only across Ireland but also Britain, Japan and the USA.

Previous experience in a similar role is essential and if you would like to be considered for this opportunity, please complete the attached application form and return to [info@dunuladh.ie](mailto:info@dunuladh.ie)

### MAIN PURPOSE OF JOB:

* Dún Uladh and Comhaltas Ceoltóirí Éireann are seeking a dynamic and passionate People Development Officer to lead a volunteer skills development programme across the North.
* The ideal candidate will be responsible for the design and delivery of a volunteer capacity building and skills development programme across the province for our 47 branches and over 750 volunteers.
* This role offers the opportunity to support the continued development of high-quality volunteering experiences for all those who choose to give their time to Comhaltas.

### SUMMARY OF RESPONSIBILITIES AND DUTIES:

* **Develop & implement a volunteer capacity building and skills development programme:** Design and delivery of a volunteer capacity building and skills development programme across the province for our 47 branches and over 750 volunteers.
* **Project Management**: Providing support and oversight to volunteer trainers and facilitators, ensuring they have the resources and guidance needed to deliver an effective training and development program for new and existing volunteers.
* **Stakeholder Engagement**: To build and nurture relationships with volunteers, branches and County Boards across Northern Ireland and take responsibility for the quality and experience of the training our volunteers receive.
* **Volunteer Management** Support the management of volunteers in the region by being an additional point of contact for them, providing on-going and relevant communications and support to volunteers, ensuring best practice in volunteer training and management and supporting officers in the region with any training and skills development requests they have.
* **Internal Communications**: Ensure that all volunteers and staff have both the local and national information they need to perform their roles effectively
* **Monitoring & Reporting**: Track, analyse, and report to the management team and funders as required on the performance of the volunteer capacity building and skills development programme, providing insights and recommendations to improve future training.
* **Programme Promotion**: Liaise with members, volunteers and committees across the organisation to ensure full uptake of all training opportunities.
* **External Communications & Advocacy:** Represent CCÉ and Dún Uladh as appropriate to external agencies or funders.

**Key relationships**

**Internal**

* Ulster Council Officer Board
* Comhaltas Ceoltóirí Éireann head office staff
* Comhaltas Ceoltóirí Éireann County Board teams across Ulster
* Comhaltas Ceoltóirí Éireann branches, volunteers and members
* Dún Uladh project officer team.

**External**

* Volunteer Now
* Funders and delivery partners
* Volunteers within Comhaltas and other cultural and like-minded organisations
* Counterparts in other charities, local and national agencies who are involved in volunteer activities such as recruitment or training

**Rate of Pay:**

£29,269 per annum

*Please note the salary scale for the post is £29,269 - £31,364 pro rata starting on first point of the scale*

**Hours of Duty:**

The post holder will be required to work a minimum of 37.5 hours per week (9am – 5pm Mon – Fri). The post holder will be required to work some evenings and some weekends as part of their normal working week. Time off in lieu will be granted for hours worked in excess of the normal working hours.

**Location**

The role will be based in our regional office, Dún Uladh in Omagh but will necessitate travel across Ulster.

**Closing date for receipt of completed applications is not later than 4pm 31st Jan 2025**

### PERSONNEL SPECIFICATION

**Essential Criteria**:

* **Relevant 3rd level qualification** in Human Resource Development, or a related field.

**or**

* **3-5 years of experience** working with volunteers including training, recruiting and managing people with positive outcomes, preferably within the non-profit or cultural sector.
* **Strong knowledge and passion for Irish traditional music, dance, and culture**.
* Sound knowledge of **best practice** in relation to volunteer training and management.
* Experience of planning to achieve long term goals and of **developing and coordinating** projects with multiple stakeholders.
* Proven experience of **organising and running events**, including training events.
* Proven experience of establishing and maintaining **monitoring and evaluation** systems.
* Demonstrate knowledge and understanding of the issues relating to **volunteering and the law**.

**Desirable Criteria:**

* Excellent interpersonal skills with proven ability to work within and across multiple teams and building strong collaborative working relationships.
* Strong written and verbal communication skills with experience of communicating with audiences in memorable ways to inspire volunteers of different abilities, backgrounds and ages.
* Ability to analyse problems and implement improved solutions
* Self-aware, willing to learn and develop your own skills and help develop those around you
* Self-motivated and flexible, able to plan, organise & deliver activity, on time and to budget and help others do the same
* A team player with a ‘can do’ approach, able to work independently and remotely
* A full UK driving licence and /or the ability to undertake travel across a wide area, sometimes to remote locations
* Occasional weekend/evening work will be required
* A willingness to undergo a Access NI check will be required
* A working knowledge of the Irish language.
* Knowledge of Comhaltas Ceoltóirí Éireann and Irish Traditional Music.

**Application for Employment**

**PRIVATE AND CONFIDENTIAL**

**Ref No: People Development Officer**

**Closing date: 31 January 2025, at 4 pm**

|  |  |
| --- | --- |
| **Position** | **People Development Officer** |
| **Location** | **Dún Uladh Cultural Heritage Centre; Omagh** |

|  |  |  |  |
| --- | --- | --- | --- |
| **APPLICANT DETAILS** | | | |
| **Surname:** |  | **Forename(s):** |  |
| **Home Address:** |  | | |
| **Postcode:** |  | **Email:** |  |
| **Home Number:** |  | **Mobile Number:** |  |
| **National Insurance Number:** | |  | |
| **Reasonable Adjustments**  Please provide details of any special arrangements/adjustments in relation to either communications or access requirements if invited to interview. | |  | |
| **Driving Licence**  Are you able to drive / access to transport as role will require travel across NI for events and other business? | |  | |
| This criterion may be wavered if a disability prohibits driving. In this case you must have access to a form of transport which allows you to fulfil the requirements of the job in full. If appropriate, please indicate how you would meet this requirement. | | | |
| **Right to work in the UK**  Do you need a work permit to work in the UK?  As required under legislation, we will require you to present documentary evidence to confirm your right to work in the UK, *e.g. Your Passport or other Official Documentation confirming your National Insurance Number and your Full Birth Certificate or any other eligible documentation.* | |  | |

|  |
| --- |
| APPLICANT EDUCATION / QUALIFICATIONS |

## **Relevant secondary/further education - GCSE, O-Level, A-Level, NVQ, Secretarial or equivalent**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | **Examining Body** | **Level Attained** | **Grade** | **Year** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Relevant third level education and above**

|  |  |  |
| --- | --- | --- |
| **Degree/Diploma/Certificate** | **Result** | **Date Obtained** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Relevant membership of professional bodies** (and courses attended)

|  |  |  |  |
| --- | --- | --- | --- |
| **Date To/From** | | **Details** | **Grade of Membership** |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| 3. APPLICANT EMPLOYMENT HISTORY – CURRENT |
| **Current Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Current Employer** | |  | | |
| **Employment Date** | **From** |  | **To** |  |
| **Address of Current Employer** | |  | **Postcode** |  |
| **Current Position / Job Title** | |  | | |
| **Notice Period** | |  | | |
| **Salary and Benefits on leaving post** | |  | | |
| **Reason for Leaving** | |  | | |
| **Key Duties and Responsibilities:** Please use this to also note any additional Information (any other relevant information you feel may be relevant): | | | | |
|  | | | | |

|  |
| --- |
| 4. APPLICANT EMPLOYMENT HISTORY – PREVIOUS |

**Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Current Employer** | |  | | |
| **Employment Date** | **From** |  | **To** |  |
| **Address of Current Employer** | |  | **Postcode** |  |
| **Current Position / Job Title** | |  | | |
| **Notice Period** | |  | | |
| **Salary and Benefits on leaving post** | |  | | |
| **Reason for Leaving** | |  | | |
| **Key Duties and Responsibilities:** Please use this to also note any additional Information (any other relevant information you feel may be relevant): | | | | |
|  | | | | |

**Previous Employment:** Please continue any previous experience (paid or unpaid below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Employer** | |  | | |
| **Employment Date** | **From** |  | **To** |  |
| **Address of Current Employer** | |  | **Postcode** |  |
| **Current Position / Job Title** | |  | | |
| **Notice Period** | |  | | |
| **Salary and Benefits on leaving post** | |  | | |
| **Reason for Leaving** | |  | | |
| **Key Duties and Responsibilities:** Please use this to also note any additional Information (any other relevant information you feel may be relevant): | | | | |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Employer** | |  | | |
| **Employment Date** | **From** |  | **To** |  |
| **Address of Current Employer** | |  | **Postcode** |  |
| **Current Position / Job Title** | |  | | |
| **Notice Period** | |  | | |
| **Salary and Benefits on leaving post** | |  | | |
| **Reason for Leaving** | |  | | |
| **Key Duties and Responsibilities:** Please use this to also note any additional Information (any other relevant information you feel may be relevant): | | | | |
|  | | | | |

|  |  |  |
| --- | --- | --- |
| **5. GAPS IN EMPLOYMENT** | | |
| **From** | **To** | **Reason for Gap** |
|  |  |  |
|  |  |  |

|  |
| --- |
| 6. INFORMATION IN SUPPORT OF YOUR APPLICATION |
| **Skills, abilities and experience**  Please use this section to state why you are interested in applying for the post and indicate why you think you would be suitable for the post by reference to the job description and personnel specification (and by giving examples). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. |
|  |
|  |

**For Office Use Only**

### 7. CONVICTIONS

## **Disciplinary or grievance procedures, complaints and criminal offences.**

**Have you been the subject of either a disciplinary or grievance procedures in any of your previous employment? Please Tick**

|  |  |
| --- | --- |
| Yes | No |

**If yes, please give details including outcome(s)**

|  |
| --- |
|  |

### 8. REFEREES

Please give the details of two referees of persons who must not be related to you. One of which must be from your current or most recent post. Referees will not be contacted prior to offer of appointment.

|  |  |  |  |
| --- | --- | --- | --- |
| Referee Name |  | Referee Name |  |
| Position |  | Position |  |
| Company Name |  | Company Name |  |
| Address |  | Address |  |
| Email |  | Email |  |
| Telephone No |  | Telephone No |  |

|  |
| --- |
| 9. DATA PROTECTION |

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment.

The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us via your payslip. We many also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above).

|  |
| --- |
| 10. DECLARATION |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I declare that all the foregoing statements are true, complete and accurate.  I understand that if I give wrong information or leave out important information I could be dismissed if I take up this job.  I understand that to take up this job I must have satisfactory references.  I understand that I may be asked to show some formal identification and evidence of qualifications if required.  I confirm that as far as I know there are no medical reasons which would stop me from carrying out the duties of this job.  I agree to you making any necessary enquiries during the recruitment and selection process I understand that canvassing will disqualify me from the selection process for this job. | | | | |
| Signed |  | Date |  |

**People Development Officer**

Employment Monitoring Questionnaire

**Ref No:PDO/12/24**

**Private & Confidential**

**Introduction**

Dun Uladh are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job.

We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998.*

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

**Community Background**

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

**Please indicate the community to which you belong by ticking the appropriate box below:**

|  |  |  |
| --- | --- | --- |
| I am a member of the Protestant community: |  |  |
|  |  |  |
| I am a member of the Roman Catholic community: |  |  |
|  |  |  |
| I am not a member of either the Protestant or the Roman Catholic communities: |  |  |

*If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.*

**Sex: Please indicate your sex by ticking the appropriate box below:**

|  |  |  |
| --- | --- | --- |
| Male: |  |  |
|  |  |  |
| Female: |  |  |

***Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.***