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**Northern Ireland Resources Network (NIRN)**

NIRN is the representative body for reuse and repair organisations in Northern Ireland. Our aim is to work across communities to normalise reuse and repair activity. Through education, collaboration and communication we inspire and empower people to live a more circular lifestyle. Our vision is a Northern Ireland where reuse and repair moves from Niche to Normal.

**Job Title**: **Network Coordinator**

**Responsible to**: Operations Manager of Northern Ireland Resources Network

**Responsible for**: To provide support for the Operations Manager and NIRN team in compiling and maintaining reports and coordinating communications and activities for NIRN and member organisations

**NIRN Network Coordinator – JOB DESCRIPTION**

**Key Duties and Responsibilities:**

**Administrative**

* Assisting with the preparation of:
  + Project reports
  + Funding proposals & other reporting requirements for management of funding programmes
  + Reports, returns and to ensure compliance to Companies House, NI Charity Commission & other statutory requirements
* Support onboarding of new members
* Collection of data from members to include on Customer Relationship Management (CRM) System
* Preparation of minutes for meetings
* Collection of data for event and training evaluations
* Provide administrative financial management support to the Operations Manager to manage financial procedures in preparation for month and year end.

**Training/Events/Communications**

* Coordinating meetings for training programmes
* Liaising between stakeholders to facilitate training events and site visits
* Attendance at training and network events
* Organising travel arrangements
* Coordinating with NIRN team and NIRN members on collating information for social media, website and podcasts
* Maintaining calendar of events/activities relevant to members/sector
* Support in the organisation of members events/conferences
* Updating information for distribution of members bulletin and external e-newsletter
* Any other duties determined necessary for the successful operation of the network

**POST DETAILS:**

**HOURS:** 35 hours per week (Part-time option will be considered)

**SALARY:** £25,000 per annum (Pro rata for part time option)

**ANNUAL LEAVE** - 31 days leave per annum including 11 x public holidays (Pro rata for part time option)

**TRAVEL EXPENSES:** HMRC Fixed Rate

**PENSION:** Company Pension Available

**BASE:** Home Based – Travel to meet organisational requirements.

**HOURS:** 9 -5 (TBC for Part-time option)

**DURATION**: Initial 6 Month with potential to extend subject to satisfactory performance and programme funding

**Please send CV and covering letter to catherine@ni-rn.org**

**DEADLINE: Wednesday 8th of January 2025, 5pm**

**EQUAL OPPORTUNITIES**

NIRN is committed to the principle of equality of opportunity. We will ensure that no one receives less favourable treatment on the grounds of colour, race, religious belief, political opinion, sex, marital status, disability, age, sexual orientation, family circumstance, pregnancy or maternity leave, gender, gender reassignment or ethnic or national origin. We welcome applications from all backgrounds.

**Applicants must have work authorisation for the UK.**

**Data Protection**

NIRN is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently.

**PERSONNEL SPECIFICATION**

| **Personnel Specification** | **Essential** | **Desirable** |
| --- | --- | --- |
| Previous experience of working in the community and voluntary sector |  | ✓ |
| **Knowledge and Experience** |  |  |
| Knowledge of the voluntary/community sector | ✓ |  |
| Strong IT & organisational skills | ✓ |  |
| Awareness and interest in environmental/sustainability challenges ideally in the Circular Economy |  | ✓ |
| Good oral and written communication skills | ✓ |  |
| Excellent numeracy skills | ✓ |  |
| **Skills and Abilities** |  |  |
| Excellent communication, written, verbal and interpersonal skills .Ability to work on own initiative and effectively as part of a team. | ✓ |  |
| Positive and enthusiastic with a willingness to learn | ✓ |  |
| High level of attention to detail | ✓ |  |
| Ability to multitask and problem solve | ✓ |  |
| Reliable & adaptable with an enthusiastic approach to work | ✓ |  |