**NEIGHBOURHOOD MANAGEMENT TEAM**

(NMT)

**JOB DESCRIPTION**

**JOB TITLE:** DEVELOPMENT WORKER

**BASED AT:**  Creggan Office, Central Drive, Derry

**RESPONSIBLE TO:** Manager

**HOURS OF DUTY:** 35 Hours per week

**RATE OF PAY:**  £31,099.00 per Annum

*Ref No* DFC/NMT/14/04/25

**Fixed term contract until 31st May 2026 (extension of the contract is subject to funding )**

Application Method: The Job Application pack is available electronically or in hard copy from:

Julie Mc Glinchey

128 Lecky Road

Derry

BT48 6NP

Phone: 028 71 367007

Email: julie@nmteam.org

**Please Note:**  All applications must be on this official application form. CVs will not be accepted.

Applications may be emailed before the deadline given below but a signed hard copy must also be returned before the deadline to Julie Mc Glinchey, 128 Lecky Road, Derry.

**Closing date for receipt of applications : 08th May 2025 at 5pm**

**PURPOSE:**

The post holder will assist with developing, coordinating and implementing the partnership project on behalf of the Neighbourhood Management Team through the Neighbourhood Regeneration strategy . To promote the economic, social, environmental and cultural regeneration of the Triax area. To animate, facilitate and develop project proposals in order to advance the agreed, integrated local area redevelopment strategy.

**DUTIES:**

1. To assist in facilitating the participation of local residents and project partners in the implementation of the Neighbourhood Renewal Strategy.
2. To utilise existing and potential funding opportunities towards the advancement of the area’s regeneration.
3. To animate, facilitate and develop project proposals in order to advance an agreed integrated local area regeneration strategy.
4. To assist in the coordination and implementation of a comprehensive community audit of the area.
5. Develop and manage relationships with key stakeholders including public, private and community / voluntary organisations to ensure the co-ordination and effective delivery of proposed actions
6. To assist in enabling local area groups in identifying their own specific needs and in sourcing the various forms of support required to meet the needs identified.
7. To assist in organising the delivery of programmes to meet local area groups needs.
8. Maintain the effective recording, monitoring and evaluation of the NMT Peace Barriers Project ensuring the outcomes of the project are met and written reports are provided.
9. To assist in organising and implementing a programme of communication, for and from the local community, on project strategy and activities through seminars, workshops, news sheets, bulletins etc.
10. To assist in facilitating networking, relating to the partnership project, at a local, national and international level.
11. To attend seminars, workshops or conferences, in the interests of NMT, as required by the NMT Board of Directors.
12. Able to work cooperatively and maintain good working relations with colleagues as part of a dynamic team.
13. To operate Health and Safety at Work procedures.
14. In general, to promote the aims and objectives of NMT.
15. To attend identified appropriate training designed to enhance personal skill levels, thereby assisting the development of NMT.
16. To carry out any other reasonable duties required by the Project Manager, and/or NMT Board of Directors

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**Job Specifications**

|  | **Essential** | **Desirable** |
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| Qualifications/Work experience | **Essential Criteria 1**  A relevant degree qualification and a minimum of 2 year’s experience of working in community development field  OR  5 year’s experience of working in the community development field (within the last 7 years). |  |
| **Attitudinal** | **Essential Criteria 2**  Ability to create and sustain effective working relationships and build consensus with key stakeholders.  Ability for using own initiative, to make effective decisions and prioritise a substantial workload.  Able to work cooperatively and positively with a dynamic team  Ability to successfully engage with a diverse range of stakeholders without allowing their personal or political views to impact on their ability to engage or carry out their duties. |  |
| **Skills & Knowledge** | **Essential Criteria 3**  Strong organisational skills and the ability to prioritise workloads and respond to crisis situations of external pressures.  Experience in Project Management including managing finance and budgets.  Knowledge of Neighbourhood Renewal Strategy.  Knowledge of the funding environment and experience in completing funding application forms  Experience of liaising with the community, voluntary and statutory sectors.  Self-motivated with the ability to work both on own initiative and as part of a team. | **Desirable 1**  Based Accountability Experience of using Outcomes  Experience of event management and planning community event |
| Communication Skills | **Essential Criteria 4**  Strong inter-personal and communication skills including the ability to communicate both orally and in writing.  Excellent IT skills including Word, PowerPoint, Outlook, Excel and social media. | **Desirable 2**  Demonstrated ability to deliver innovative action programmes. |
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| **Circumstances** | Full driving licence with access to a car or ability to demonstrate equivalent level of mobility.  Ability to work flexible hours including evenings and weekends as required. |  |