



PROJECT DELIVERY WORKER (PART TIME) MCDONALD CENTRE

Role

We are seeking to appoint a part-time **Project Delivery Worker** primarily to run and develop current and future funded community projects delivered in or through McDonald Centre. The appointed person will plan and deliver activities that will see the community in Lower North Belfast become a cohesive, inclusive, confident and prosperous place to live, work and play, where all its residents can be proud.

We are looking for a committed, motivated and experienced staff member who is passionate and has the ability and desire to improve social, educational, and economic outcomes for our local community in Lower North Belfast.

Job Title: Project Delivery Worker

Hours: 25 hours per week

Reporting To: Business & Development Manager

Working Pattern: Flexible

Location: McDonald Centre, Seaview Stadium, St Vincent Street, Belfast BT15 3QG

Contract: Permanent

For more information, please see the Job Description and Person Specification below.

Application Process

Those wishing to apply should COMPLETE AND RETURN the application form to McDonald Centre at admin@mcdonaldcentre.org

Application Deadline: Sunday 18th May 2025 at 11:59pm

Interviews: w/c 26th May 2025

Start Date: negotiable (but preferably June 2025)

The successful candidate will be required to undertake an AccessNI Enhanced Check, including a check of the DBS Barred Lists.

Project Deliver Worker McDonald Centre

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| Based at: | McDonald Centre, St Vincent Street, Belfast, BT15 3QG | Salary: | £26,409 per annum pro rata (£17,606) (NJC SCALE 4) |
| Part Time: | 25 Hours per week | Reports to: | McDonald Centre Business & Development Manager |

Job Summary

To further the mission of McDonald Centre to 'utilise the full combined resources of McDonald Centre and Crusaders FC to improve social, educational, and economic outcomes for our local community in Lower North Belfast', by working as a part time Project Delivery Worker; coordinating and being responsible for the running of the programmes and projects within or through McDonald Centre; building meaningful relationships with the community.

Main Duties

- To ensure that activities are delivered and developed according to aims and vision of the McDonald Centre.
- Assist individuals and groups delivering programmes in partnership with McDonald Centre
- Ensure that, prior to a group using McDonald Centre, that the room is clean and tidy
- Ensure effective communication with Business & Development Manager, and Crusaders FC, in regards to catering, set up and social use of McDonald Centre for project delivery
- Work with the Business & Development Manager to develop project budgets in order to pursue further project funding
- Agree regular financial reports to the Board against budget
- Ensure compliance with McDonald Centre's policies and procedures
- To foster and enhance a positive relationship with local organisations and the community.

Other Duties

- Ensure telephone, email and other channels of communications are effectively dealt with on behalf of the McDonald Centre
- Continually seek ways to improve and expand the work of McDonald Centre
- To be involved in enhancing the profile of McDonald Centre through representation at meeting and engagements
- To work alongside local people in community development
- To be involved in the implementation of adequate administration appropriate to the needs of the Centre
- To be involved in the recruitment, supervision and development of volunteers.
- To ensure that the McDonald Centre is maintained well
- To behave in a manner both inside and outside work as a role model to young people
- Promote positive relationships with Crusaders FC staff and other partner organisations

Project Delivery Worker McDonald Centre

Person Specification

| Specification Details | Essential | Desirable |
|---|---|--|
| Knowledge and experience | <p>2 years experience of community or schools work</p> <p>A Level 3 Qualification</p> <p>An awareness of the needs of children and young people and the issues they are facing</p> <p>Knowledge of the health and safety issues when working with children and young people</p> | <p>Experience of working with young people at risk of social exclusion.</p> <p>Experience of delivering community youth work</p> <p>Relevant Level 4 qualification</p> |
| Skills and abilities | <p>Ability to positively engage and motivate people of all ages</p> <p>Excellent communications skills – in a one to one setting and in a group setting</p> <p>Excellent organisational skills</p> <p>Good computer literacy skills</p> <p>Ability to work on own initiative</p> <p>Ability to work as part of a team</p> | <p>Ability to develop effective relationships with external individuals, organisations and local community stakeholders</p> <p>Ability to resolve conflict</p> |
| Character and personal qualities | <p>Flexibility with regards to working hours</p> <p>Have a full driving license and access to a suitably insured vehicle</p> | |

If you have any questions, please contact Ricky Mehaffy by email at rickymehaffy@mcdonaldcentre.org