****

**Job Description ESP/NRC18**

Project: Neighbourhood Renewal

Job Title: **Neighbourhood Renewal Co-ordinator**

Location: EastSide Partnership, Avalon House, 278-280 Newtownards Rd, Belfast (and potentially 1 day a week at Hanwood Centre, Kinross Avenue, Belfast BT5 7GE)

Reports to: Chief Executive, EastSide Partnership

**Terms and conditions**

**Salary:** NJC Pt 26 £23,866 + 7.5% pension (salary is currently under review).

**Contract:** This is a permanent post, however it is dependent on future funding, which is currently secured until 31st March 2019. *Job subject to 6 month probation period.*

**Holidays:** 25 days per year plus statutory holidays

**Work hours:** 37.5 hours per week. Some of the specified hours will be at unsocial times

**Main Purpose of Job**

To provide professional support to two East Belfast Neighbourhood Renewal Partnerships (NRPs) in Inner East and Tullycarnet

To support the delivery of both the Inner East and Tullycarnet Neighbourhood Renewal Action Plans

To promote the benefits of the Neighbourhood Renewal process in the respective Neighbourhood Renewal Areas and encourage increased participation across the sub-groups and the Partnerships

To assist the NRPs to analyse and prioritise the needs of the Neighbourhood Renewal Areas and reflect these in their Action Plans

To manage the Scaffolding Project as a key project in the Neighbourhood Renewal Areas Action Plans

To promote collaboration between local service providers, assist in co-ordinating delivery and to co-ordinate the implementation, review and evaluation of the Neighbourhood Action Plans

**Summary of responsibilities and personal duties**

1. To provide professional administrative support to the NRPs and any sub-groups. To ensure that meetings operate effectively, and records are maintained to a high standard. This will include arranging and servicing meetings including: setting dates; securing suitable venues; drawing up appropriate agenda; and recording minutes of meetings
2. To maintain, and where necessary, establish relevant sub-groups or working groups to implement the projects detailed within the Neighbourhood Action Plans
3. To assist the NRPs to put in place appropriate procedures to govern the conduct of their business in line with the Department for Communities (DfC) Code of Practice
4. To assist the NRPs to interpret and analyse relevant socio-economic material that may be relevant to the implementation of the Neighbourhood Renewal Action Plans
5. To work closely with the Chief Executive by providing support, coordination and administration services
6. To assist the NRPs and Department for Communities (DfC) in ensuring that the content of the Neighbourhood Renewal Actions Plans is adhered to in the delivery of actions and programmes
7. To provide direct support to individual members of the NRPs to ensure that they can fully participate in the planning and decision-making processes
8. To assist the NRPs and DfC with the ongoing monitoring of progress against the Neighbourhood Action Plans and continually review and update the documents
9. To support and co-ordinate NRP programmes and events that may be organised to address specific needs identified in the Neighbourhood Action Plans
10. To liaise with other statutory and community organisations who are potential stakeholders in the delivery of the Neighbourhood Action Plans
11. To positively promote Neighbourhood Renewal, NRPs and the Neighbourhood Actions Plans through a range of methods including the ESP website, social media, press releases, project launches etc
12. To manage, monitor and support the Scaffolding Project Co-ordinator
13. To take responsibility for the financial management of the Scaffolding project, ensuring claims are made in a timely manner and recorded appropriately
14. To champion the Scaffolding project to external stakeholders and members of the Neighbourhood Renewal Partnerships
15. To forge new connections and partnerships to further the Scaffolding project and effectively sustain it
16. To manage the evaluation of the Scaffolding project, effectively communicating with the funders as appropriate
17. To deliver presentations at local forums, meetings and events on request

**Person Specification ESP/NRC18**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Experience** | - 1 years’ project management experience gained in the last 5 years;- 1 years’ work experience in community development projects;- Proven experience working with disadvantaged communities; | - Experience of managing community funding programmes;- Experience of managing staff;- Experience of Drupal content management system (or similar) |
| **Attainments/ Education** | - Third level qualification in a relevant discipline (e.g. social science; community development; community relations) | - A management qualification |
| **Skills** | - Ability to liaise and communicate effectively with a wide range of key stakeholders at different levels;- Excellent written and oral communication skills;- Excellent administration and organisational skills;- Proficient IT skills, e.g. Microsoft Word, PowerPoint, Excel, Publisher etc.- Familiar with use of social media platforms e.g. Facebook, Twitter- A proven ability to write plans and reports;- The ability to think strategically;- An ability to identify potential areas for improvement related to project delivery |  |
| **Disposition** | - Well presented & inspires confidence- Self- motivated and initiative taking- Ability to work collaboratively and as part of a team |  |
| **Knowledge & Values** | - Knowledge of urban regeneration issues- An awareness of and commitment to the aims, objectives and values of the Neighbourhood Renewal Partnerships and the Scaffolding Project;- Knowledge of the east Belfast area- specifically Inner East and Tullycarnet Neighbourhood Renewal areas- Understanding of, and commitment to, equal opportunities in service delivery |  |
| **Circumstances** | - Willingness to work flexible hours including evenings and weekends- Willingness to undertake an AccessNI check |  |

**Application Process ESP/NRC18**

* An application pack can be downloaded from [www.eastsidepartnership.com/recruitment](http://www.eastsidepartnership.com/recruitment)
* Completed application forms must arrive by **3pm on Thursday 28th June 2018.**
* Applications will only be accepted by email to heather@eastsidepartnership.com and will be acknowledged by email. If not acknowledged please contact Heather on 028 9045 1900.
* Application MUST be by letter outlining how you meet all of the criteria in the person specification. The letter must be no longer than 2 x A4 pages, minimum font size 10. You may also include a CV (max 2 x A4 pages, minimum font size 10) but please ensure that if you enclose a CV, you cover how you meet all the criteria as detailed in the person specification, in your letter
* To be accepted the application **MUST** include the Equal Opportunities Monitoring Form
* Only information contained in the letter and accompanying CV will be taken into account, so please ensure that you include all relevant information. Any content exceeding the 2 x A4 limit will be disregarded
* EastSide Partnership (ESP) is only able to accept applications from those individuals who are currently eligible to work in the UK. Only those applicants who appear, from the information provided, to be the most suitable in terms of the selection criteria will be called for interview.

**Equal Opportunities**

* EastSide Partnership is an equal opportunities employer. EastSide Partnership does not permit unlawful discrimination of any kind against any person on grounds which include gender, sexual orientation, marital status, religious belief or political opinion, race or disability. Unlawful discrimination is defined as treating a person less favourably than others are, or would be treated in the same or similar circumstances.

**Canvassing**

* Canvassing in any form will, if proved to the satisfaction of EastSide Partnership, disqualify a candidate for the appointment

**Shortlisting**

* Shortlisting will take place on **Friday 29th June** after which you will be informed by email whether or not you are to be called for interview, and at what time. The panel may decide to only interview those candidates who best meet the essential criteria.

**Interviews**

* **Interviews will be held on Tuesday 3rd July 2018**. Please ensure your availability for interview on this date prior to application, as it will not be possible to arrange an alternative date

**Job Description**

* The duties outlined in the Job Description serve as a guide to the current and major responsibilities of the post. These will inevitably vary as the role develops. Changes will be subject to consultation with the post holder.

**Further Information**

* Further information can be viewed on our website [www.eastsidepartnership.com](http://www.eastsidepartnership.com)

*For office use only*

App Ref:

**Equal Opportunities Monitoring Form ESP/NRC18**

**Ref No: ESP/NRC18 Private & Confidential**

We are an Equal Opportunity Employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of Opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998.

Regardless of whether we practice religion, most of us in Northern Ireland are seen as Catholic or Protestant. We are therefore asking you to indicate your community background 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 a member of neither the Protestant nor Roman**

**Catholic community**  **[ ]**

**Please in****dicate whether you are: Female [ ]**

 **Male**  **[ ]**

If you do not complete this questionnaire, we are encouraged to use the “residuary” method, which means that we can make a determination on the basis of personal information on file/application form.

Note: It is a criminal offence under the legislation for a person to “give false information in connection with the preparation of the monitoring return”.