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**Job Description ESP/SCPC17**

Project: Neighbourhood Renewal / Urban Village Initiative

Job Title: **Project Co-ordinator**

Location: EastSide Partnership, Avalon House, 278-280 Newtownards Rd, Belfast

Reports to: Neighbourhood Renewal Coordinator, EastSide Partnership

**Terms and conditions**

**Salary:** £19,017 per annum (22.5 hours a week). Salary based upon NJC scale point 31 (full-time equivalent rate of £27,668 per annum) + 7.5% pension

**Contract:** This post is part of a three-year programme. Funding is currently secured until 31st March 2018

**Holidays**: 15 days per annum, plus statutory holiday allowance

**Work hours:** 22.5 hours per week (equivalent to 3 days per week). Some of the specified hours will be at unsocial times

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.

**Background**

The Scaffolding Project brings together a group of organisations in east Belfast who provide direct support to people experiencing poverty. The aim of this group is to establish a strategic approach to combat poverty in east Belfast. This includes the collaboration of current resources/activities and facilitating further donations through specific campaigns in response to identified need.

The Urban Villages initiative is designed to improve good relations outcomes and develop thriving places where there has been a history of deprivation and community tension. It has three inter-connected aims:

1. To foster positive Community Identities;
2. To build Community Capacity; and
3. To improve the Physical Environment.

The Urban Village initiative will help people and organisations to work together to design better ways of doing things.

**Main Purpose of Job**

To maximise resources for organisations tackling poverty in the EastSide Urban Village area, by promoting collaboration between local service providers, assisting in the co-ordination of campaigns/events and keeping the map of service provision up to date.

To promote the benefits of the Scaffolding Project in the EastSide Urban Village area and encourage increased participation amongst stakeholders and community members.

**Summary of responsibilities and personal duties**

1. To provide professional administrative support to the Scaffolding Project working group. 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 assist the working group to gather, interpret and analyse relevant socio-economic material to reflect in the referral pathway, programme activities and inform policy, demonstrating the level of unmet need
3. To assist the Scaffolding Project working group to analyse and prioritise the needs of the EastSide Urban Village area
4. To finalise/formalise the Scaffolding Project referral pathway
5. To act as a central point of contact for the working group
6. Communicating with referring agencies in relation to the following:
* Identification of services to meet need
* Uptake of and engagement in services
* Notification of conclusion in services
1. Support organisations to make appropriate referrals according to the updated map of service provision
2. Create and maintain a collaborative network of stakeholders, providers and to effectively promote the project
3. To participate in meetings of other relevant forums (Family Hub, Locality Planning etc.)
4. To support and co-ordinate Scaffolding Project programmes and events that may be organised to address specific needs identified in the pathway/action plan
5. Collation and writing of reports, contributing to new research, sharing and updating on local information and developments
6. To positively promote the Scaffolding Project, working group and the pathway/action plan through a range of methods including the EastSide Partnership website, social media, press releases, project launches etc

**Person Specification ESP/SCPC17**

**Essential Criteria**

Third level qualification in a relevant discipline (e.g. social science; community development; community relations)

**OR**

Possess 5 GCSE’s grades A-C, including English language, AND have 2 years paid experience equivalent to 16 hours per week in a community/voluntary/statutory environment working with individuals from a disadvantaged background

**AND**

* Experience of communicating effectively with key stakeholders
* Proven experience working with disadvantaged communities
* Proficient IT skills, e.g. Microsoft Word, PowerPoint, Excel, Publisher etc.
* Familiar with use of social media platforms e.g. Facebook, Twitter
* Hold a full current valid driving license for UK and have access to a car on appointment

**Desirable Criteria**

* Experience of sourcing funding for community programmes
* At least one years’ work experience in community development projects
* Demonstrate experience of using or contributing to outcomes focussed monitoring/evaluation processes and providing high quality plans and reports

**Personal Qualities**

Suitable candidates will demonstrate:

* An awareness of and commitment to the aims, objectives and values of the Scaffolding Project
* The ability to think strategically
* Excellent written and oral communication skills
* An ability to demonstrate a high level of motivation
* The willingness to work unsociable hours as necessary
* Understanding of, and commitment to, equal opportunities in employment and service delivery
* A willingness to undergo an AccessNI check. (this is a requirement as the successful candidate may be in contact with vulnerable adults and children)
* The ability to understand the specific needs of internal and external customers and respond promptly and effectively to meet their needs
* Effective planning and organisational skills with an ability to prioritise own workload

**Application Process ESP/SCPC17**

* To apply please send the following by email to Madeleine Hutchens, madeleine@eastsidepartnership.com by **12 noon on Wednesday 4 October:**
* Cover letter (maximum 1 x A4 page) and CV (maximum 2 x A4 page) outlining how you meet the person specification
* Monitoring Form (page 7)
* We may only interview those applicants who appear, from the information provided, to be the most suitable in terms of the person specification provided.

**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 Thursday 5th October 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 **Monday 9th October**. 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**

EastSide Partnership delivers a wide variety of projects with a clear mission ‘to make east Belfast a better place’ for residents and visitors. We work with local councils, statutory agencies, community organisations, elected representatives and businesses to make east Belfast a great place to live, work, visit, invest and be proud of.

Our vision is that east Belfast will be a great place where:

* Residents enjoy good health and well-being
* Education is valued and high standards are achieved
* Tourism, arts and hospitality are thriving

EastSide Partnership has, since forming in 1995, successfully delivered projects which have focused on creating healthier communities, improving relationships within and between communities, addressing poverty, dereliction and lack of opportunities.

East Belfast has many difficulties connected with deprivation and urban decay, particularly within the inner city and some outlying estates. These difficulties include high unemployment, low educational achievement, poor health, and physical dereliction.

It also has many strengths; sporting stars, literary legends, artistic heroes, gifted leaders and a proud industrial heritage. East Belfast has so many achievements to be proud of and we will build on the strengths of this community, while addressing the weaknesses in a strategic and co-ordinated way.

Going forward EastSide Partnership aims to:

* Contribute to physical regeneration in east Belfast by developing key properties through Landmark East
* Ensure the Connswater Community Greenway is developed and maintained as a destination for all and other similar initiatives developed
* Deliver EastSide Arts festivals, community arts projects and support local arts groups
* Help schools and communities work together to deliver better opportunities for children through EastSide Learning
* Develop the EastSide Tourism product to encourage more visitors

More information:

Website- [www.eastsidepartnership.com](http://www.eastsidepartnership.com)

Facebook- [www.facebook.com/EastSidePship](http://www.facebook.com/EastSidePship)

Twitter- @EastSidePship

Instagram- [www.instagram.com/eastsidepship/](http://www.instagram.com/eastsidepship/)

**Equal Opportunities Monitoring Form ESP/SCPC17**

**Ref No: ESP/SCPC17 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”.