

## **Integrated Education Fund**

### **Job Description and Personnel Specification**

<b>Job Title:</b>	Community Outreach Officer (Full time, Temporary up to 31 August 2018)
<b>Location:</b>	IEF Offices, Forestview, Purdy's Lane, Belfast, BT8 7AR
<b>Reporting to:</b>	Head of Communications

#### **BACKGROUND**

The Integrated Education Fund (IEF) is a charity supporting the development and growth of Integrated Education in Northern Ireland, with a target of increasing the total percentage of integrated school places to 10% as soon as possible. To do this the IEF is focussing on parental engagement – and we are seeking a passionate, energetic and inspiring individual to join us.

The Community Outreach Officer will be working to empower parents and communities who want to see more integrated schools across Northern Ireland. Their work will include, but will not be limited to, the development of the Integrate My School campaign, roadshows and workshops, together with monitoring and evaluating the effectiveness of this work, as well as contributing to the development of our community consultation mechanism. The Community Outreach Officer will be a member of the IEF's advocacy team working to advance a deeper understanding of the role of integrated education as an essential part of the reconciliation process and of building a society that celebrates respect, understanding and friendships across traditional divides.

#### **MAIN RESPONSIBILITIES OF POST**

The Community Outreach Officer will work alongside the Head of Communications and other members of the advocacy team to:

1. Seek to actively engage with communities in identifying and understanding the education issues which affect their local area, encouraging empowerment and active participation in the change process
2. In line with the IEF's communications strategy, produce materials and provide support for the IEF's parental engagement campaign and other IEF initiatives using traditional PR and communication methods, as well as social media platforms
3. Develop and maintain relationships with relevant stakeholders, including elected representatives, project partners, parents and community groups, as appropriate
4. Present updates and information on the IEF's parental engagement campaign to a range of stakeholders and represent IEF at conferences and events
5. Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this post

You will be office based but will spend a good deal of your time out and about in the various communities you are working with, visiting local people and groups, and attending meetings. Travel within a working day is to be expected; absence from home overnight is likely to be rare but may be required on occasion.

## ESSENTIAL CRITERIA

1. Have a proven interest in community and social issues, and at least two years' experience of encouraging empowerment and active participation in the change process, working full-time (or part-time equivalent) in one or more of the following areas:
  - community work
  - pressure groups
  - youth work
2. Experience of organising at least two events in the last year for 20+ people e.g. focus groups, meetings, conferences, seminars, annual general meetings, consultation events
3. At least two years' experience, working full-time (or part-time equivalent), of carrying out effective written and oral communication with a range of stakeholders including writing reports and interpreting and presenting data (verbally and using Powerpoint) to audiences of 10+ on at least two occasions in the last two years
4. Experience of implementing a communications strategy using traditional PR methods, as well as social media platforms such as Facebook and Twitter including developing web and social media content
5. Excellent interpersonal and networking skills with the ability to empathise with people's life experiences
6. GCSE English Language and Maths, Grade C or above, or equivalent
7. Two A-Levels, or equivalent
8. An understanding of, and empathy for the values and ethos of integrated education
9. An essential aspect of this post will be attending meetings and events outside normal business hours – the post holder must therefore have the ability and willingness to maintain flexibility in their working hours
10. A full driving licence and access to private transport for work purposes, with appropriate insurance, or access to another form of transport, with appropriate insurance, that would allow the post holder to meet the travel requirements of the post in full

## DESIRABLE CRITERIA

1. Understanding of the range of education issues facing communities and awareness of the needs of different groups of people in the community regarding these issues
2. Proven facilitation, mediation and community engagement skills including a relevant recognised/accredited qualification
3. Experience of working within the field of either formal or informal education
4. A relevant third level qualification

### Or

More than two years' experience of encouraging empowerment and active participation in the change process, working full-time (or part-time equivalent) in one or more of the following areas:

- community work
- pressure groups
- youth work

## SUMMARY TERMS AND CONDITIONS

- Salary: NJC Scale Points 18 - 25 (currently £18,070 - £22,658 pa), depending on experience.
- Pension: The IEF will contribute 5% of gross salary after completion of the employee's probationary period.
- Hours: 35 hrs per week, normally within the period 9.00am – 5.00pm, Monday – Friday.
- Type of Post: Full-time, temporary up to 31 August 2018.
- Overtime: None. Time off in lieu (TOIL) will be given for any agreed additional hours worked.
- Holidays: 20 days annual leave plus 13 days customary holidays per annum.

***The IEF values diversity and welcomes applications from all sections of the community.***