



County Armagh Grand Orange Lodge Community Development Committee Ltd.

Personal Specification: Community Development Officer (Part-time)

The following will be used, as the basis for short listing for the above post and candidates will be expected to demonstrate on their application forms that they meet the following criteria. Desirable criteria may be used for the purpose of short listing if necessary.

ESSENTIAL

1. Applicants must have a relevant third level qualification and a minimum of one years experience in community development and/or community relations. Applicants with three years out of the last five years employment experience in community development, community relations or a voluntary organisation and also with five GCSE's or equivalent (Including Maths and English Lit.) will be acceptable.
2. Must demonstrate an understanding of community development and community relations, training/coaching, mentoring and supporting a wide range of community groups.
3. Must demonstrate an understanding of community work in both urban and rural environments and an understanding of, and willingness to address weak community infrastructure and low levels of confidence.
4. Applicants must be able to demonstrate an ability to work freely with and develop the trust of the target group.
5. Must have a full current driving license and a car available for business use or access to a form of transport, which will enable you to meet the full requirements of the post.
6. Must be able to demonstrate that you are competent and familiar with Microsoft Office packages including Word, Access, Excel, Outlook, PowerPoint and social media.
7. Have good communications skills both verbal and written and be self motivated.
8. Demonstrate evidence of previous Project Management including Financial Management.

Desirable:

1. Experience of devising and implementing Strategic Planning, including working to set targets.
2. Demonstrate an ability to work on their own initiative through their present or past employment history.
3. Demonstrate evidence of previous supervisory experience.
4. Understanding of Protestant, Unionist and Loyalist communities.
5. Have experience of managing community events.
6. Demonstrate evidence of sourcing and securing funding for both Capital and Programme expenditure.



County Armagh Grand Orange Lodge Community Development Committee Ltd.

Conditions of Appointment

1. Two references obtained from persons at least one of whom has knowledge of the work record of the applicant in the past three years.
2. The salary for the post will be £17686.20 plus a Personal Pension contribution of up to 9%. The salary will be paid monthly in arrears, three clear working days before the last day of the calendar month.
3. The appointment is on the basis of a 1 YEAR FIXED TERM CONTRACT.
4. Normal working hours are 22 per week. The nature of the post is such that the post holder will be required to work reasonable hours as necessary for the efficient discharge of the duties of the post. This will include evenings and weekend working. Time off in lieu will be provided when necessary for the carrying out of approved duties. The post holder will be based in CACD main office Markethill but may be required to work in our outreach office in Newry, as and when needs.
5. A mileage allowance of 45 pence per mile for all approved duties will be paid with the post holder's salary.
6. The annual leave for the post is 13 days per annum plus statutory entitlement. These can be taken on agreement with the Project Manager .
7. As the project may involve working with children, young people and vulnerable adults, ACCESS NI checks will be carried out.
8. Upon commencement of employment there will be a three month probationary period. At the end of this a review of performance will be held. The outcomes of this review will determine the continuation of the contract.
9. Notice:
 - a) The appointment is subject to termination by the employee giving one month's notice in writing expiring on the last day of any calendar month. In exceptional circumstances the period of notice may be varied by mutual agreement by the parties.
 - b) Notice of termination by the employer is one month to the employee.
10. Statutory Sick Pay terms and conditions will apply.
11. General Terms and conditions:

You must not undertake any occupational activity which would interfere in any way with your employment. You must devote your whole time to the official duties assigned to you and retention of office is dependent upon good conduct and efficient service.



County Armagh Grand Orange Lodge Community Development Committee Ltd.

Community Development Officer(Part-time)

Statement of Main Terms and Conditions of Employment

Salary:	£17,686.20 per annum
Hours:	22 hours per week, which may include evening and weekend work
Holidays:	13 days plus Bank/Public holidays
Pension:	Employer's personal Pension contribution of up to 9% of annual Salary
Duration:	This post is funded for 1 year through the Department for Communities. Continuation of post is dependent on further funding being obtained.
Location:	Based in Markethill, with outreach office in Newry.