



Migrant Centre NI: Coolcullen Meadow Shared Neighbourhoods Project

Job Description

- POST:** Good Relations & Policy Officer
- RESPONSIBLE TO:** Migrant Centre NI Management Committee
- SUPERVISION/SUPPORT:** An Advisory Group made up from local area and statutory sector representatives will provide ongoing support to the post-holder.
- PURPOSE OF POST:**
- To promote and support a community where residents feel welcome and where everyone has opportunities to make positive contributions to their community; developing a sense of belonging, community ownership and shared identity.
 - To enhance neighbourliness through building community spirit and encouraging involvement.
 - To develop partnership working that will support bridging and bonding among and between residents and surrounding communities; through programmes, events and other opportunities.
 - To encourage and provide investment/regeneration opportunities/activities, for the benefit of neighbouring communities, that support “bridging” across and between neighborhoods.
 - To develop and encourage meaningful dialogue that accommodates and enables mutual understanding.

- To streamline good relations between communities in order to contribute towards a more shared sustainable community.
- To conduct research and policy development to comply with actions set out in NIHRC Traveller Accommodation Report

CONTACT WITH:

The work will involve a wide range of contacts with local people and existing leaders/activists, local community organisations, voluntary, business, statutory and Black & Minority Ethnic (BME) organisations. The worker is expected to spend a significant proportion of their time in direct contact with the local community/residents and Apex Housing Association Staff . The post-holder will also be expected to work with groups outside the immediate area, including statutory agencies and residents in the neighbouring Drumawill NIHE estate.

LOCATION:

Coolcullen Meadow Community House, and some travel will be required.

SALARY:

£23,398 per annum.

HOURS:

37.5 per week – excluding lunch breaks.

DURATION:

This is a 1 year fixed-term contract post subject to continued funding, with the possibility of renewal/extension.

KEY DUTIES:

To manage the day-to-day running of the new Community House, including the coordination of all activities, procurement, finance and admin.

To increase meaningful contact with and understanding of all the cultures and traditions living in the estate by developing and enhancing existing contacts in practical working partnerships. By providing a means for contact and interaction amongst community members, this will lead to greater understanding, engagement and reconciliation. This includes cross-community initiatives and visits with other Shared Neighbourhood Schemes, e.g. in Belfast.

To develop outreach and proactive programmes in order to contribute to the project through empowering local residents and building their capacity, e.g. organising drop-in clinics, training programmes, etc.

To research and assess community needs in conjunction with all local residents.

To develop and implement a one-year good relations strategy aimed at meeting the agreed needs of the community with the potential for longer-term development.

To work with local residents and community or voluntary groups to develop projects, activities and initiatives to address identified needs.

To provide regular reports to the Committee and funders.

To assist in the dissemination and publication of information to the local community and to identify the most appropriate means of publication, with the particular aim of increasing the accessibility of the marginalised sections of the community to the project's opportunities and activities.

To provide the training and support necessary to enable the strategy to be delivered.

To liaise with neighbouring communities, networks and other agencies in an effort to share information, experience and developmental opportunities.

To circulate relevant information on networking and training opportunities available to local groups or residents.

To manage the locally based project, including the budget, resources and volunteers.

To research funding opportunities for the project to ensure its future sustainability.

To support and encourage inter-community development initiatives, events and activities with a particular focus on increasing peace building and targeted especially at marginalised groups.

To participate where appropriate in the Steering/Advisory Group and any relevant forums or groupings whose work will benefit the project.

To undertake any relevant training deemed necessary for the post and to participate in the networking and training opportunities provided by the Migrant Centre NI, while keeping the local community informed of this commitment.

To carry out other reasonable duties as may from time to time be required.

This job-description is not intended to comprehensively list the responsibilities of the post but to indicate the main areas which at this stage appear to be the essential requirements of the post.