



## JOB DESCRIPTION

<b>Job Title</b>	Project Officer, Funding & Development
<b>Salary &amp; Pension</b>	Equivalent To NICS EO1 Grade. Pension Employer Contribution as Set By NILGOSC
<b>Hours of work</b>	Currently Full Time 35 Hours Per Week (Flexible/Hybrid Working Pattern Is Available)
<b>Reporting to</b>	Director Of Funding & Development
<b>Working pattern</b>	Monday To Friday with Core Hours Of 10am-12 And 2pm-4pm
<b>Place of work</b>	The Post Is Located in The Councils Offices, Presently Equality House, 7-9 Shaftesbury Square, Belfast, BT2 7DP. Although This Is the permanent place of Employment.  The Post Is Eligible to Work from Home Under the Terms of CRC's Hybrid Working Policy.
<b>Annual leave</b>	25 Days Annual Leave (Increasing To 30 After 5 Years' Service) And Public/Bank Holidays in Addition
<b>Status</b>	Temporary To Cover a Period of Maternity Leave

<b>Job Purpose</b>
<p>The Community Relations Council is an independent charity and company limited by guarantee, which works to promote peace-building, and reconciliation based on the principles of equity, diversity and interdependence.</p> <p>The Project Officer will assess, process and assist in the development of grant applications within the Funding &amp; Development Programme, and provide advice on all aspects of community relations work, as directed by the Programme Director – Funding &amp; Development.</p> <p>The Project Officer will also contribute towards projects developed or initiated by the CRC Board, Programmes and Management Team, i.e. organisation of conferences, seminars, and information events pertaining to the Council's work.</p>

<b>Duties</b>
<p>Processing applications submitted to the Council's Funding &amp; Development Programme's current grant schemes. This will involve interviewing and advising applicants, drafting recommendation reports, maintaining records and monitoring the work of supported projects.</p>

Assisting groups working with the Council, in the development of their work, through advice, support and other means, as necessary.

To assist with the on-going development of the Councils on-line grants management scheme.

Work with other CRC staff and Board members as well as other agencies in taking forward initiatives to promote good relations.

Contribute to the development of effective evaluation processes.

Representing the Council, at conferences, workshops, meetings and information events including carrying out presentations on the work of the Council.

Organising seminars, conferences and information events relating to the business of the Council's work programme areas, as directed by the Programme Director – Funding & Development.

Submitting regular reports on work undertaken.

Undertake any other reasonable duties as appropriate which may be allocated from time to time.

### Conditions Of Service

The conditions of service for Community Relations Council are broadly in line with those of the Northern Ireland Civil Service and these are set out in your contract of employment and in the Council's Staff Conditions of Service which are available from the Director of Finance, Administration and Personnel

The main conditions of service applying to the post are:

**Status:** The post is equivalent in salary terms to an EOI in the Northern Ireland Civil Service. This is a full-time fixed term to cover a period of maternity leave for a period of 9 months, this period could be longer or shorter. New starters usually begin at the bottom of the salary scale.

**Holidays:** 25 days annually plus statutory holidays plus length of service additions may apply.

**Hours of employment:** 35 hours per week, exclusive of meal breaks. The postholder will occasionally be expected to work unsocial hours, and a system of time in lieu will operate.

**Pension:** All Council staff are offered membership of NILGOSC Pension Scheme.

**Location:** The post is located at Council's Belfast office. The Project Officer is expected to be prepared to travel widely within Northern Ireland and occasionally further afield.

The Council operates a no-smoking policy within all of its premises.

The Project Officer must have a current and valid driving licence and access to personal transport for business use/or\* have access to a form of transport which will permit the applicant to meet the requirements of the post in full (\*This relates to any person who has declared to having a disability which debars them from driving).