



JOB DESCRIPTION

Job Title	Director of Engagement and Learning
Salary & Pension	£47,304 - £49,515 (New joiners normally start at the first increment of the pay scale) Salary is equivalent to NICS Deputy Principal Pension employer contribution as set by NILGOSC
Hours of work	Currently full-time 35 hours per week (Hybrid working pattern is available)
Reporting to	Chief Executive Officer
Working pattern	Monday to Friday with core hours of 10am-12 and 2pm-4pm
Place of work	The post is located in the Council's offices, presently Equality House, 7-9 Shaftesbury Square, Belfast, BT2 7DP. Hybrid working arrangements are available under CRC's Hybrid Working Policy.
Annual leave	25 days annual leave (increasing to 30 after 5 years' service) and public/bank holidays in addition
Status	Full time and Permanent

Job Purpose

The Director of Engagement and Learning is a member of the Senior Management Team and contributes to the Community Relations Council's (CRC) corporate planning and decision-making processes. The post holder assists the CEO in shaping the policy and strategic direction of the CRC within their area of responsibility.

1. Engagement

In conjunction with the Chief Executive Officer (CEO) and representatives of The Executive Office, coordinate and oversee the effective planning and delivery of meetings of the Together: Building a United Community (T:BUC) Engagement Forum.

2. Stakeholder Relationships

Develop and maintain effective working relationships with key stakeholders across local and central government, public bodies and voluntary and community sector organisations involved in community relations and the delivery of relevant

government strategies. Represent the Community Relations Council (CRC) and provide advice and guidance on its work and areas of responsibility.

3. Policy, Research and Events

Provide strategic advice to CRC on appropriate responses to emerging issues, policy developments and changes in practice relevant to the organisation's remit. Lead and oversee the planning and delivery of relevant research, conferences, information events, advisory groups and discussion forums.

4. Projects and Resources

Develop, manage and oversee the delivery of CRC projects, programmes and resources in accordance with the organisation's Strategic and Operational Plans, working collaboratively with relevant statutory, voluntary and community sector organisations.

5. Public Relations and Campaigns

Develop and implement CRC's public relations and external communications strategy in conjunction with the CEO, Board and, where appropriate, The Executive Office. This will include monitoring relevant news and media coverage; preparing and disseminating press releases and other communications; and developing and maintaining effective relationships with the press and other media representatives. In conjunction with relevant stakeholders, plan, coordinate and deliver communications campaigns and initiatives, including Good Relations Week and the Good Relations Awards.

6. Information and Knowledge Management

Maintain and oversee accurate, accessible and up-to-date databases and information resources relating to relevant community relations issues and work undertaken, supported or funded by the CRC.

7. Publications, Digital and Corporate Communications

Develop and implement the CRC's strategy for the effective development, production, publication and dissemination of information and resources. Provide strategic oversight of the organisation's website, social media channels, e-bulletins, journals and other publications. Contribute to the development and coordination of corporate responses to Assembly Questions, Freedom of Information requests and other external requests for information.

8. Staff Management

Provide effective leadership and management of staff within the Engagement and Learning Directorate, including setting objectives, managing performance, developing staff capability and ensuring the effective delivery of Directorate priorities.

9. Budget and Financial Management

Manage and monitor the financial resources allocated to the Engagement and Learning Directorate, ensuring effective financial management, value for money and compliance with relevant organisational policies and procedures.

10. Senior Management Team

As a member of the Senior Management Team, contribute to the strategic leadership and direction of the organisation, including corporate strategy, business planning, organisational development and the delivery of corporate priorities. Represent the CRC effectively with key stakeholders and external organisations.

11. Other Duties

Undertake such other reasonable duties and responsibilities as may be required from time to time, consistent with the nature and level of the post