



Person Specification

Job Title	DIRECTOR OF ENGAGEMENT AND LEARNING
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Applicant Information

If applicants believe that their qualifications are equivalent to those listed, then this must be clearly detailed by the applicant on the application form. The panel may request evidence of equivalency before an applicant is called to interview.

Applicants should demonstrate in their application how they meet all the criteria outlined below. Clear evidence should be provided of all the elements of each criterion in the application form giving specific length of experience, examples and dates. It is not sufficient to simply provide a list of duties and responsibilities. The selection panel will not make assumptions from the title of an applicant's post or the nature of the organisation as to the skills and experience gained.

If an applicant does not provide sufficient detail, including the appropriate dates, in their application form against each individual criterion as stated, the selection panel will reject the application.

The following essential criteria will be applied at shortlisting stage.

Applicants **must**, as at the closing date for receipt of applications:

Essential Criteria 1 – Qualifications

Hold a third level qualification linked to social policy, good relations, communications or adult learning.

Essential Criteria 2 – Managing Staff

A minimum of 3 years' management experience with responsibility for planning and prioritising workloads; allocating and managing resources; managing projects and tasks; managing budgets; delivering work to agreed timescales; and delegating work effectively. This must include at least 3 years' experience of line management, including developing, leading and implementing plans to support the achievement of strategic objectives and organisational business plans.

Essential Criteria 3 – Planning and Prioritising

A minimum of 3 years' management experience within a public body, or a voluntary organisation working closely with the public sector, with demonstrable responsibility for planning, prioritising and delivering policy, communications and engagement activity. This must include experience of effective multi-agency partnership working; developing, maintaining and disseminating resources; managing research projects; engaging relevant stakeholders; and delivering agreed outcomes within defined timescales.

Essential Criteria 4 – Financial Management

A minimum of 3 years' management experience within a public body, (or a voluntary organisation working closely with the public sector), with responsibility for developing, managing and monitoring budgets and ensuring the effective and appropriate use of financial resources.

Essential Criteria 5 - Event Planning and Delivery

A minimum of 3 years' management experience within a public body, or a voluntary organisation working closely with the public sector, with responsibility for planning, organising and delivering events, including conferences, information events, advisory groups and discussion forums.

Essential Criteria 6 - External Communications

A minimum of 3 years' management experience within a public body, or a voluntary organisation working closely with the public sector, with responsibility for raising organisational awareness and profile through an integrated approach to communications, engagement and marketing. This must include experience of developing and implementing public relations strategies and campaigns using a range of channels, including traditional and digital media, social media, websites and other online platforms.

Essential Criteria 7 - Organisational Representation

A minimum of 3 years' management experience within a public body, or a voluntary organisation working closely with the public sector, with demonstrable experience of communicating effectively with a wide range of individuals and organisations in both formal and informal settings, orally and in writing. This must include experience of representing an organisation and promoting corporate messages to influence, engage and persuade a range of audiences, including elected representatives, government departments, sectoral bodies and members of the public.

Essential Criteria 8 – Systems and IT

A minimum of 3 years' experience of using Microsoft Office applications in a professional workplace environment, including Microsoft Word, Excel, PowerPoint, Teams and Outlook using these systems effectively to support the delivery of organisational objectives

Essential Criteria 9 – Transport

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).

Please note

Applicants are to submit applications at the following address:
recruitment@nicrc.org.uk

CVs will not be accepted. Late or Incomplete applications will be rejected.

Please note

It is the responsibility of applicants to ensure that the application form is fully and correctly completed and signed and that all relevant information in support of their application is included.

Applicants are to submit applications to the following address:
recruitment@nicrc.org.uk by **12noon on 19 October 2026**. CRC does not accept applications via post.

Any candidate with a disability, experiencing difficulty in completing an application form should contact recruitment@nicrc.org.uk immediately

CRC will use the time the form is received according to the Community Relations Council's computer systems, not the date and time sent from the candidates e-mail system.

The Community Relations Council accepts no responsibility for checking forms upon receipt and/or notifying candidates if forms are unreadable or incomplete for technical reasons, or otherwise.