



Job Description: Community Engagement Officer

ABOUT THE JOB	
JOB TITLE	Community Engagement Officer – Writing the Future
REPORTS TO	Reporting to the Director, and works closely with colleagues both in Fighting Words Northern Ireland and Fighting Words Ireland.
RESPONSIBLE FOR	Planning, co-ordination and delivery of a cross-community and reconciliation arts participation and engagement programme of activities across NI.
PLACE OF WORK	<p>Our office/workshop hub at Skainos Square, Newtownards Road, Belfast blended with home working. It is anticipated that whilst Covid-19 public health measures remain in place, the postholder will work remotely.</p> <p>This post will require travel to other sites, including but not confined to our partners' working bases elsewhere in NI and from time to time to Dublin for shared initiatives with our sister charity, Fighting Words Ireland.</p> <p>Fighting Words Northern Ireland Skainos Square, 241 Newtownards Rd, Belfast, BT4 1AF www.fightingwords.co.uk</p> <p>Charity no: NIC105751 Company no: NI638582</p>
SALARY WORK HOURS	£24k per annum approx. plus pension contributions. 37.5 hours per week, full-time role (FTE 1). Willingness to work flexible hours including evenings and weekends desired.
HOLIDAY LEAVE	28 days annual leave pro rata plus public holidays. TOIL given by negotiation for work over and above agreed hours.
CONTRACT	Fixed term until November 2022. The contract will be subject to review and may be extended based on business requirements, subject to funding.

This role is supported by the Tomar Trust and the Department of Foreign Affairs' Reconciliation Fund.

The following gives an indication of the current main duties and responsibilities of the post. The post holder will be expected to work flexibly and carry out any other duties appropriate to the role which may reasonably be required from time to time.

Fighting Words Northern Ireland operates a range of policies that respectively promote equality, health and safety and the protection of children and vulnerable adults from harm. All candidates for this post must be committed to upholding these policies and additional checks – including an enhanced Access NI check – will be required for the successful applicant.

All terms and conditions will comply with Fighting Words Northern Ireland's standard terms as detailed in our staff handbook.

Fighting Words Northern Ireland is an equal opportunities employer, and actively seeks to promote equality of opportunity and access to our services. We are committed to promoting equality, diversity and inclusion through our employment policies and practices.

Fighting Words Northern Ireland does not permit unlawful discrimination of any kind against any person on grounds which include gender, sexual orientation, marital status, religious belief or political opinion, race or disability. Unlawful discrimination is defined as treating a person less favourably than others are, or would be treated in the same or similar circumstances.

OVERALL PURPOSE OF THE JOB

About Fighting Words Northern Ireland

Fighting Words was established in Dublin in 2009 by Roddy Doyle and Seán Love to provide free workshops, mentoring and publishing in all forms of creative writing for children and teenagers, to enable them to discover and harness the power of their own imaginations and creative writing skills. More than that, Fighting Words is also about using the creative practice of writing and storytelling to empower children and teenagers from a wide range of backgrounds. They become authors of their own lives, building their individual resilience, their agency and confidence enabling them to break down barriers and difference between communities.

Fighting Words Northern Ireland works to achieve these same objectives, using an identical model. Cross-community collaboration and reconciliation are central to our strategy. Fighting Words Northern Ireland was established in 2015, at the invitation of writers and community and educational groups, operating from the Skainos Centre in East Belfast. Since then we have provided over 10,000 creative writing experiences free of charge for young people in Northern Ireland and recruited more than 350 volunteer tutors. Our vision is to enable every young person, from all communities in Northern Ireland, to enjoy a range of creative writing experiences. Our goal is to

reach every child in Northern Ireland with a creative engagement opportunity by 2025. While the ethos and services of Fighting Words are the same throughout the island of Ireland, the organisation is registered as an independent company and charity in Northern Ireland.

For more information, please see www.fightingwords.co.uk

About the project

The postholder will develop and co-ordinate the Fighting Words NI community engagement project Writing the Future, running cross-community and reconciliation initiatives with hundreds of young people across NI in 2021-2022. Supported by the Tomar Trust and the Department of Foreign Affairs' Reconciliation Fund, Fighting Words Northern Ireland will deliver creative workshops with up to 800 young people in youth clubs and sports clubs, across the region and in the border counties, with a focus on breaking down enmity and addressing disadvantage.

Working with local and regional partners and Fighting Words in Ireland, the postholder will bring together children and young people from different community backgrounds to imagine and create new stories and other types of writing.

The postholder will deliver a programme of workshops, writing slams, and other activities, and publish their writing, highlighting the reality for young people from different traditions on this island through their own words, demonstrating that while the cultures, traditions, communities and contexts are different, everyone is equal, creative, and capable. This new programme will connect the creative, sporting and other interests of young people outside of school by providing a network of spaces and opportunities for creative thinking where they can write about the things that matter in their lives.

About the role

The Community Engagement Officer will be responsible for developing the concept and overseeing the delivery of a new education and arts participation strand of Fighting Words NI's programme, to connect the creative, sporting and other interests of young people beyond the classroom. The postholder will engage with children and young people ages 6-18 years, and their wider communities, to create new opportunities for creative writing participation, as well as stakeholders and funders to develop new and existing partnerships.

The post holder will be responsible for the administrative and operational needs of the project, co-ordinating an ambitious programme of activity of workshops for schools and community groups, after-schools clubs, and digital projects as well as the recruitment and training of volunteers.

MAIN RESPONSIBILITIES

Creative Programming:

- Creatively conceive and prepare project plans to meet the aims and objectives of the project.
- Working alongside other team members, ensure that all activity is marketed and promoted to ensure maximum participation.
- Support the marketing strategies and brand development of Fighting Words NI.

Community Engagement:

- Build partnerships and engage with key contributors, stakeholders and public bodies.
- Engage with a wide range of local community groups, organisations and venues in relation to project activities.
- Represent Fighting Words NI at events, meetings, showcases, and discussions to engage new participants and build strong relationships and share relevant information across the region.

Project Management:

- Effectively plan the delivery, operations and administration of the project programme, including project timeline, timetabling, venue booking and volunteer coordination.
- Document all income and expenditure accurately against agreed budgets, with discrete budget management responsibilities.
- Prepare all schedules for participating groups, including preparation of relevant supplies and equipment.
- Act as the primary liaison for participating groups.
- Review the programme delivery on an ongoing basis with the Director
- With support from the Director and in line with FWNI strategic priorities, develop, pilot and review new initiatives for the potential future development of the project.
- Plan and implement appropriate evaluation and documentation.
- Support the preparation of relevant reports on the project.

Administrative:

- Support the preparation of funding applications and budgets to generate income to support our work.
- Support the writing of reports and budgets for donors and trustees with reference to all volunteer activity.
- Contribute to and support organisational evaluation.
- Support the marketing and brand development of Fighting Words NI, ensuring all materials related to volunteers and volunteering are in line with marketing and brand guidelines.
- Attend team meetings.
- Undertake any other relevant administrative duties.

Volunteers:

- Oversee discrete freelance and volunteer recruitment and management to support the project delivery.
- Working closely with the Volunteer Co-ordinator, identify and to deliver (as appropriate) training and professional development opportunities for volunteers.
- Oversee any intern or placement management.

General:

- Work at all times towards achieving Fighting Words NI's vision and strategic plan.
- Support and implement all company policies and procedures (e.g. health and safety, equality, child protection and safeguarding).
- Uphold principles of Quality, Accessibility, Best Value and Efficiency at all times.
- Work at all times towards the purpose of Fighting Words NI and in agreement with the Director.
- Ensure regular and effective communication with the Director and other team members on all aspects of the project delivery.
- Support and implement all company policies and procedures (e.g. health & safety, equality, child protection and safeguarding) as agreed.
- Support the maintenance of an effective personnel records system, including leave/TOIL sheets, staff records, reference checks and Access NI enhanced disclosure police checks, and volunteer records.
- Assist team members with other related areas of programme delivery during periods of annual leave or absence.
- Communications duties including social media channels and website.
- Carry out any other duties as may reasonably be required in the operation of the post.

EXPERIENCE AND SKILLS

At the discretion of Fighting Words NI, we may only short-list for interview those applicants who appear, from the information provided, to be the most suitable in terms of the person specification provided.

	Essential	Desirable
Experience	<p>Minimum of 3 years of project administration experience, including devising/delivering events or activities.</p> <p>Minimum of 2 years experience coordinating a programme of work, with a plan, budget and responsibility</p>	<p>Understanding and experience of volunteering and working with volunteers.</p> <p>Experience of work in the areas of marginalised groups, community development,</p>

	<p>for deliverables.</p> <p>Demonstrable knowledge and experience of working with young people in a related field – education, youth work, arts or sports.</p> <p>Demonstrable knowledge and experience of community engagement and participation projects.</p> <p>Experience of documenting, evaluating and reporting.</p> <p>Proven ability to build effective and collaborative partnerships.</p>	<p>reconciliation, peace building, or conflict resolution.</p> <p>Knowledge of the organisations and groups actively working with young people in one or more of the key areas of the project – youth, sports, arts – across Northern Ireland and/or the border counties in the Republic of Ireland.</p> <p>Involvement in reconciliation/peacebuilding work at cross-community level.</p> <p>Experience of working with volunteers such as recruitment, management, and training of volunteers.</p> <p>Experience of working to fulfil the objectives of public and/or private funders/donors.</p> <p>Knowledge of arts sector in NI.</p>
--	--	--

At interview, the short-listed candidates will be expected to evidence the following:

Skills	<p>Excellent interpersonal skills.</p> <p>Excellent written and oral communication skills.</p> <p>Excellent administration, project management and organisational skills.</p> <p>Strong time management skills and the ability to work independently, manage workload and multi-task.</p> <p>Strong IT skills.</p>	<p>An interest in creative writing.</p> <p>Strong facilitation skills and experience of designing and delivering youth engagement programmes.</p> <p>Experience and/or qualifications in formal or in-formal education settings.</p> <p>A history of engagement with the arts professionally or as a volunteer.</p> <p>First-hand knowledge of working on digital platforms or</p>
--------	--	--

	<p>Ability to communicate effectively with colleagues, partners and stakeholders.</p> <p>Proven ability to build and manage strong relationships with partners/other organisations.</p>	<p>content management systems.</p> <p>Familiarity with the use of social media and digital marketing strategies.</p>
Other	<p>An awareness of and commitment to the aims, objectives and values of Fighting Words Northern Ireland.</p> <p>Understanding of, and commitment to, equal opportunities in service delivery.</p>	

HOW TO APPLY

- Please send a letter of application with an accompanying CV and completed monitoring form to hello@fightingwords.co.uk marked for the attention of Hilary Copeland, Director.
- Deadline for receipt of applications is: **12 noon on Tuesday 8th June 2021.**
- Both the letter of application and CV must show how you meet the criteria outlined for the Community Engagement Officer role. The letter of application should be no longer than two A4 pages.
- Please enclose your letter of application and CV together in one Word or PDF document.
- Please submit a completed monitoring form as a separate attachment. Applications must include a completed monitoring form to be considered.
- Late or incomplete applications will not be considered. Applications will be accepted by email only.

Fighting Words Northern Ireland is an equal opportunities employer, and does not permit unlawful discrimination of any kind against any person on grounds which include gender, sexual orientation, marital status, religious belief or political opinion, race or disability. Unlawful discrimination is defined as treating a person less favourably than others are, or would be treated in the same or similar circumstances.