



Candidate Information Pack

Projects & Administration Officer

Completed Application Forms to be returned to:
Development Trusts NI by Monday 02nd August 2021

Dear applicant

Welcome from the DTNI Chair

Thank you for expressing your interest in the post of Projects & Administration Officer with Development Trusts NI (DTNI).

Development Trusts NI is the leading network of community enterprise practitioners dedicated to supporting communities to establish development trusts and helping existing development trusts learn from each other and work more effectively.

This post offers variety and includes providing administrative support for DTNI, offering support to members, and encouraging and providing information to prospective members. It will also involve contributing to the development of DTNI's delivery of the asset transfer demonstration project.

Specifically, you will be expected to provide administration support and disseminate information and advice to community organisations interested or involved in acquiring assets and the associated broader benefits of membership of DTNI. You will provide comprehensive support to the DTNI Programme Manager and contribute to the development of information and practical resources.

If you want to find out more, this candidate information pack includes the following documents which you should refer to when completing your application:

- Background information on Development Trusts NI.
- Job description and person specification.
- Guidance notes on completing and submitting your application.

We also ask that you complete the Equal Opportunities Monitoring and Criminal Convictions Disclosure forms.

We look forward to receiving your application.

Yours sincerely,



John Meehan
Chair, on behalf of the Board of Directors

BACKGROUND

Development Trusts N.I. was established in 2010 (Northern Ireland registered charity number 102489; company registration number, NI 605197).

Development Trusts N.I. is a member-led organisation with a board of directors drawn from its membership. We are the leading network of community enterprise practitioners dedicated to supporting communities establish development trusts and helping existing development trusts learn from each other and work more effectively through their use of enterprise and assets.

The movement looks to empower communities to become self-sustaining using assets for community benefit. Community enterprise is at the core of what we do and how we see communities developing beyond dependence on grant funding: moving into a new era of funding models - private, public and third sector partnerships - offering sustainable income streams to confident communities.

DTNI is part of a wider movement associated with Development Trusts Scotland and Wales, and Locality in England, and, like our associated networks, DTNI and its members work in some of our most deprived communities. We are specialists in community asset ownership, enterprise, collaboration, social action, local regeneration, commissioning, community voice, and advocacy.

Our vision of the future is of happy, healthy, and sustainable communities creating and sharing wealth. Our mission: to support community organisations to unlock the strengths and resources in their communities, build wealth, and shape decisions that affect them.

To achieve this, Development Trusts N.I. will address itself to its core aims and priorities:

Community Asset Transfer

To support communities to identify opportunities and unlock strengths and resources through the ownership of community assets.

Community Wealth Building and Wellbeing Economy

To support communities to be inclusive, enterprising, promote a wellbeing economy and have a meaningful voice.

Influence Decision Making

To influence public policy and practice in support of unlocking the strengths and resources in communities, to build wealth, wellbeing and shape the decisions that affect them.

Knowledge Leadership

To be a leading learning organisation; a valued source of expertise that uses research and evaluation to expand knowledge in the sector and continuously improves its work.

Membership

To develop the membership of DTNI and provide effective support to members.

PROJECTS INVESTMENT

DTNI is partner to the Department for Communities in the delivery of the Community Asset Transfer policy framework and, from July 2021, a new programme on Community Wealth Building. Our funding support is to provide expertise and experience to achieve the establishment of new development trusts in Northern Ireland and to promote awareness of asset transfer and community wealth building.

In addition, DTNI has project investment from the Friends Provident Foundation to explore and develop the local economy, from Joseph Rowntree Charitable Trust to advance our interest in legislating for an NI Community Rights Act, from Community Foundation NI for innovation in civic participation, and from Lisburn City & Castlereagh Borough Council for delivery of the Support Network for Social Entrepreneurs.

Further information

For further information on development trusts please visit our website and our sister organisations' websites:

www.dtni.org.uk

www.locality.org.uk

www.dtascot.org.uk

www.dtawales.org.uk

GUIDANCE NOTES ON COMPLETING YOPUR APPLICATION FORM

- Please complete the application form provided to ensure an equitable recruitment process; CVs in lieu of the application form cannot be accepted.
- The application form is designed to ensure that applicants provide the necessary information to determine how they meet the requirements of the role and the shortlisting criteria.
- You should ensure that ALL sections of the application form are completed.
- You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples, and dates as required.
- It is not sufficient to simply list your duties and responsibilities; Development Trusts NI cannot make assumptions from the title of the applicant's post or the nature of the organisation about the skills and experience gained.
- Write down clearly your personal involvement in any experience you quote. Write "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be checked out at interview and you need to be prepared to talk about these in detail if you are invited to interview. It is your unique role the panel are interested in, not that of your team or division.
- If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.

JOB DESCRIPTION

Post:	Projects & Administration Officer
Location:	Belfast, with travel across Northern Ireland
Responsible to:	Programme Manager
Salary	£25,991 per annum
Length of Contract	The post is funded until August 2021 (continuation subject to further funding agreement)
Hours	35 hours per week F/T (excluding meal breaks) with an option for 28 hours P/T. No overtime paid, but time off in lieu may be taken as appropriate.
Leave	28 (22.4 P/T) days p/a plus public holidays
Probationary period	3 months

Purpose of Post:

This post offers variety and includes providing administrative and project development and delivery support for DTNI. The post-holder will offer support to the programme manager and other project officers to deliver the Community Wealth Building and Support Network for Social Entrepreneurs projects. Specific tasks will include:

- Providing administrative support in line with effective and efficient office management and operational activity.
- Providing information and advice to community organisations interested or involved with the Community Wealth Building and Support Network for Social Entrepreneurs projects.
- Providing information and advice to community organisations on the associated benefits of membership of DTNI.
- Providing support to the Programme Manager, the project officers working on Community Wealth Building and Support Network for Social Entrepreneurs projects, and the board of Directors.
- Contributing to the development of information and practical resources for organisations engaged with the Community Wealth Building and Support Network for Social Entrepreneurs projects

Main Duties:

- **Maintaining administrative systems:** Developing and maintaining an appropriate file management system consistent with the needs of a small office environment and in line with professional standards in public administration.
 - **Maintaining financial records:** Liaising with the organisation's accountants to assist with the financial administration of Community Wealth Building and Support Network for Social Entrepreneurs projects, contributing to end of year accounts and company returns, monthly bank reconciliations and reports, submission and processing of quarterly claims and associated reports to funders, processing invoices and payments.
 - **Project Participants Communications:** Producing and updating contact lists, fielding enquiries from individuals and organisations interested or participating in the Community Wealth Building and Support Network for Social Entrepreneurs projects. Producing e-briefs, corresponding with members.
 - **Event planning:** Booking venues, producing training materials, booking travel, liaising with outside organisations, marketing events, processing bookings, producing delegate lists, collating evaluation information.
 - **Staff & board diary management:** Programme Manager, Project Officers, and board diary management, taking minutes, booking travel and accommodation, general correspondence
 - **Office management:** Negotiating with suppliers, answering queries, producing promotional material, maintaining office 'hard copy' filing system, maintaining online administrative and financial records with DTNI financial services provider.
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Specific Tasks - Administration

- To provide excellent administration functions for DTNI including but not exclusively responding to project enquiries.
- Maintenance of records and compliance with statutory requirements.
- Support organisational compliance with health and safety obligations.
- Contribute to company returns, accounts and audit compliance and liaise with DTNI's contracted financial services provider.
- Provide administrative support to the board including arranging and supporting board meetings.
- Acting as the office point of contact in respect of all matters pertaining to the organisation and the Community Wealth Building and Support Network for Social Entrepreneurs projects.

Specific Tasks - Community Engagement

- Responding to enquiries from community organisations interested in the Community Wealth Building and Support Network for Social Entrepreneurs projects as appropriate.
- Attending relevant public meetings and board/management committee meetings on matters relevant to the post and specifically in respect of administration.
- Tapping into relevant resources, providing organisations being supported by DTNI with access to support or training opportunities and signposting to other relevant agencies.

- Assisting organisations being supported by DTNI to access professional expertise.
- Providing support to and acting as a point of contact between an organisation being supported by DTNI and local or central government where required.
- Assisting community organisations being supported by DTNI to access legal and other technical advice and support through the resources held by DTNI and its pool of business associates.
- Providing support to relevant participating community organisations with regard to business plans, funding applications etc through the resources held by DTNI and its pool of associates.
- Encouraging and supporting the sharing of learning and information and facilitating peer support and networking.

Specific Tasks - Local Authorities & Public Sector Engagement

- Promoting the services of DTNI with local authorities and other public sector bodies.
- Fielding enquiries from public officers and elected members re. community wealth building and the support network for social entrepreneurs.
- Responding appropriately to requests for information and support regarding projects for which the post-holder has specific responsibility.
- Facilitate and assist as necessary with specific project development supports within the scope of the post-holders skillset.
- Encourage and facilitate peer support and networking across local authorities.

General Tasks

- Assisting with the organisation, design, and, where appropriate, the delivery of training events.
- Contributing at relevant conferences and seminars, including managing bookings, marketing, and promotion.
- Logging information and recording membership and asset transfer activity.
- Contributing to the development of new information sheets and practical resources.
- Contributing to earned income activities as appropriate, including the delivery of paid training, appropriate consultancy activities and participation in delivery of relevant programmes.
- Carrying out other activities in line with current and future operational policies of DTNI and undertake any other duties relevant to the post.

PERSON SPECIFICATION

Essential criteria

Education and Qualifications

E1- 5 GCSEs at Grade C or above including Mathematics and English Language or equivalent.

Knowledge and Experience

E2- A minimum of 2 years demonstrable experience delivering high quality projects and administrative support to include the use of spreadsheets and databases, the maintenance of accurate records, and diary management.

E3- Demonstrable experience of acting as a point of contact responding to client/customer queries and providing information as required.

E4- An understanding of and commitment to addressing inequalities and promoting diversity.

E5- Understanding of community organisational development and awareness of the relevant social policy context.

Skills/Personal Attributes

E6- Excellent IT (to include the use of the Microsoft Office suite, internet, and email facilities) and administration skills.

E7 - Excellent oral and written communication skills with both internal and external parties.

E8 - Good listening and analytical skills.

E9 - An ability to work proactively using initiative and professionally deliver a programme of work.

Other

E10- Ability and willingness to travel throughout the country to meet the requirements of the post.

E11- Willingness to work some evenings and weekends with occasional overnight stays to meet the requirements of the post.

E12- A strong commitment to development trusts/community-led enterprise.

Desirable Criteria

D1- Experience of contributing to the production of information materials/resources such as newsletters, emails, web content or other similar materials.

D2- Experience of the community-based regeneration sector, community-based social economy.

D3- Experience of contributing to income generation and fundraising.

D4- Experience of developing and/or delivering training.

D5- Accredited Financial Management Qualification

MONITORING AND CRIMINAL CONVICTIONS DISCLOSURE

Please complete the Equal Opportunities Monitoring form and Criminal Convictions Disclosure Form. These forms will not be disclosed to anyone involved in shortlisting your application.

EQUAL OPPORTUNITIES

Development Trusts NI is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

ADDITIONAL INFORMATION

Shortlisting

Development Trusts NI may decide to interview only those applicants who appear, from the information available, to be most suitable in terms of relevant experience and ability.

The desirable criteria may be used for shortlisting if required.

Development Trusts NI reserves the right to apply enhanced shortlisting criteria.

Timescale for Interviews

Candidates successful at shortlisting will be informed of the relevant dates as soon as possible.

Candidates should note that it may not be possible to offer alternative interview times.

APPLICATION DEADLINE

The deadline for completed applications is 2nd August 2021.

Your completed application should be sent in the following ways:

Hard copy applications:

Development Trusts NI
Cathedral Quarter Managed Workspace
109-113 Royal Avenue
Belfast BT1 1FF

Electronic applications:

info@dtni.org.uk

Development Trusts NI cannot accept incomplete application forms, application forms received after the closing deadline or reformatted application forms.

Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid (normally a large letter stamp) to return the form to Development Trusts NI.

Applicants submitting by email should submit their application form as an attachment.

Contact Details

If you have any queries regarding the recruitment process, please contact info@dtni.org.uk or telephone **028 90311132**.