

NIRN PROJECT OFFICER – JOB DESCRIPTION FORM



Northern Ireland Resources Network (NIRN)

NIRN is the representative body for reuse and repair organisations in Northern Ireland. Our aim is to work across communities to normalise reuse and repair activity. Through education, collaboration and communication we inspire and empower people to live a more circular lifestyle. Our vision is a Northern Ireland where reuse and repair moves from Niche to Normal.

Job Title: Project Officer

Responsible to: Executive Director of Northern Ireland Resources Network

Responsible for: To support the development and advancement of the learnings from Artitude by working in collaboration with the partner organisations to develop toolkits and resources so learnings from the project shared through a broad range of channels including social media, podcasts and discussion groups, presentations to Northern Ireland Resources Network (NIRN) members and other stakeholders.

WEBSITE: <https://www.ni-rn.com>

Email: info@ni-rn.com Company number **NI685755**

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KEY DUTIES AND RESPONSIBILITIES:

Development of Toolkits and Resources

- Identify Key Learnings: Gather and categorise the main findings and best practices from Artitude.
- Define Toolkit Structure: Outline the structure and content of the toolkits, ensuring they cover different aspects such as methodology, case studies, and practical applications.
- Content Creation: Collaboratively develop the content, including written materials, templates, checklists, and multimedia resources.
- Review and Feedback: Circulate drafts among the Artitude team for feedback and revisions

Develop and expand Communication Channels for Toolkits & Resources

Social Media:

- Platforms: Utilise Facebook, Twitter, LinkedIn, Instagram, TikTok and other relevant platforms.
- Content Strategy: In collaboration with Artitude partners, develop engaging content such as infographics, short videos, success stories, and quotes from stakeholders.
- Community Engagement: Encourage discussions and interactions through polls, Q&A sessions, and live streams.
- Ensure widespread engagement in the Artitude project and develop tailored toolkits for different audiences, including community groups, local authorities, and academics.

Podcasts:

- Series Development: Create a podcast series focusing on different aspects of Artitude, featuring interviews with project members and partners.
- Distribution: Publish on popular podcast platforms
- Promotion: Promote episodes through social media and newsletters.

Discussion Groups:

- Webinars and Live Discussions: Provide content and support webinars and live discussion sessions to delve deeper into specific topics and facilitate interactive learning.

Presentations to NIRN Members and Other Stakeholders:

- Webinars and Workshops: Help organise virtual and in-person presentations tailored for NIRN members and stakeholders.
- Conferences and Events: Help create content which can be used to present findings at relevant conferences and industry events.
- Facilitate engagement and share learnings and toolkits between the Artitude project team and the wider teams of each partner organisation.

Evaluation and Feedback

- Collect feedback from toolkit users, webinar participants, and podcast listeners.
- Develop and record all engagement with toolkits to assess reach of project and provide annual report on outcomes and impact
- Hold quarterly reviews with the working group to assess progress and make necessary adjustments.

POST DETAILS:

HOURS: Part time - 21 hours per week

SALARY: £18,000 for 3 days per week,
(pro rata to £30,000 for a 5-day week)

TRAVEL EXPENSES: HMRC Fixed Rate

PENSION: Company Pension Available

BASE: Derry and Strabane District Council Region & Home working - Travel to meet organisational requirements

HOURS: Will require occasional evening and weekend working 30 months contract

Please send CV and covering letter to eimear@ni-rn.com

DEADLINE: MON 28th OCT



EQUAL OPPORTUNITIES

NIRN is committed to the principle of equality of opportunity. We will ensure that no one receives less favourable treatment on the grounds of colour, race, religious belief, political opinion, sex, marital status, disability, age, sexual orientation, family circumstance, pregnancy or maternity leave, gender, gender reassignment or ethnic or national origin. We welcome applications from all backgrounds.

Applicants must have work authorisation for the UK.

Data Protection

NIRN is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently.

PERSONNEL SPECIFICATION

Personnel Specification	Essential	Desirable
Qualification/Experience		
A minimum of 2 years recent experience of the voluntary/community sector	✓	
Educated to degree level in a relevant discipline		✓
Knowledge and Experience		
Knowledge of the Circular Economy, the Waste Hierarchy and Climate Action	✓	
Knowledge and experience of working with community groups or community based organisations.	!	
Understanding of current policies, practices and legislation which have an impact on the Reuse and Repair sector and Circular Economy		!
Knowledge of Google Chrome operating systems including ability to maintain and update records and files	!	
Demonstrable people management and coaching experience		✓
Flexible attitude to work and ability to attend work outside normal working hours.	✓	
Skills and Abilities	✓	
Customer focused and prioritise workload to meet timescales.	✓	

Excellent communication, written, verbal and interpersonal skills.	✓	
Ability to work on own initiative and effectively as part of a team.	✓	
Strong project Management and organisational skills.	✓	
Completer / Finisher	✓	
Strong networking and collaboration skills	✓	
Creative and innovative approach to problem solving	✓	
Positive attitude and willingness to learn	✓	