

SHANKILL PARISH CARING ASSOCIATION

COMMUNITY DEVELOPMENT ASSISTANT

Fixed Term Contract for 10 months (until March 2026)

- Responsible to:** Jethro Centre Manager
- Job Purpose:** The successful candidate will support the Jethro Centre Manager & Department Project Leads to deliver a range of Community Development initiatives for Lurgan.
- Hours:** 22 hours per week worked over 3 days. Flexible working arrangements will apply and may include occasional evenings and customary holidays.
- Salary Rate:** £12.60 per hour.
- Work related business travel expenses are available.

Details include:

1. Support the Jethro Centre Manager in the development of business opportunities for external room hire at the Jethro Centre in line with the SPCA Strategic Plan for 2025-2028.
2. Support the Departmental Project Leads (Good Relations/Ethnic Support/Seniors) in the development and delivery of project initiatives in line with the SPCA Strategic plan which includes various internal programmes.
3. Liaison and communication with management and project stakeholders.
4. Representation of SPCA on assigned forums or networks.
5. Gather/collate necessary information to monitor performance of the funded programmes.
6. To maintain and further raise the awareness of these new initiatives through the publication and dissemination of relevant information.
7. Carry out any other reasonable duties as requested by the management team.

Details include:

Notes:

- In order to comply with our Child Protection Policy, we will require all employees to undertake a Safeguarding Trust disclosure, if their role or assistance as one of our programmes brings the employee into regular contact with children.
- The successful applicant will be provisionally employed on a probationary period of 3 months.

Personal Specification

Essential Criteria

Applicants must:

Have a good general education to GCSE Level or equivalent or alternatively lesser qualifications and at least 2 years' experience volunteering with a voluntary/community organisation.

Skills and attributes

- Excellent organisational skills.
- Good written and verbal communication skills.
- Proven ability to work as part of a team and cope with a busy working environment.
- Good interpersonal skills.
- Ability to prioritise workload and work on own initiative and deal with conflicting priorities.
- Ability to maintain confidentiality.
- Flexible attitude and approach.

Desirable Criteria

Applicants should:

1. Be able to take instruction and respond professionally, meeting deadlines.
2. Basic ICT skills in office-based programs such as email, word, excel etc.

To register an interest please apply in writing and on the appropriate Application Form email: Scottie Rankin, Jethro Centre, 6 Flush Place, Lurgan, BT66 7DT.