



YOUTH INITIATIVES

Capacity Development Officer – Access to Resilience - Equipping for Impact Equipping for Impact Person Specification	
<u>Experience</u>	
Essential Criteria <ul style="list-style-type: none"> • Minimum of 7years' experience in youth work, community development, or the charity/faith-based sector • Proven experience supporting organisational development (e.g., governance, planning, quality assurance) • Experience delivering capacity-building initiatives or mentoring support to small organisations or teams • Strong understanding of the faith-based voluntary youth work context in Northern Ireland • Ability to build positive, supportive relationships with a range of stakeholders • Excellent organisational, communication, and project management skills • Competence in report writing, monitoring, and evaluating project impact • A willingness to work flexible hours, including evenings and occasional weekends 	Desirable Criteria <ul style="list-style-type: none"> • Experience working within or alongside a faith-based charity or ministry • Knowledge of regional networks and support systems available to voluntary youth organisations in Northern Ireland • Familiarity with the Dormant Assets Fund or similar funding programmes • Experience developing or delivering leadership development training • Understanding of safeguarding, risk management, and compliance in youth/community settings
<u>Qualifications</u>	
Essential Criteria <ul style="list-style-type: none"> • A third level degree or higher or equivalent in a relevant field such as Youth Work, Community Development, Theology, Social Work, Leadership, Nonprofit Management, or a related discipline 	Desirable Criteria <ul style="list-style-type: none"> • Additional qualifications or certifications in areas such as governance, organisational development, mentoring, project management, or leadership training • Safeguarding or child protection training (e.g., Designated Officer training)



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	<ul style="list-style-type: none"> Evidence of ongoing professional development relevant to the youth or community sector
Skills	
Essential Criteria <ul style="list-style-type: none"> Strong project management skills with the ability to plan, implement, and evaluate multiple workstreams Excellent interpersonal and communication skills, both written and verbal Knowledge of charity governance, compliance, and infrastructure development Skilled in building and maintaining collaborative partnerships and networks Confident in delivering training, presentations, or workshops to diverse audiences Budgeting or financial literacy skills relevant to supporting small organisations Ability to navigate faith-based organisational contexts with cultural sensitivity and respect Ability to work independently, take initiative, and manage time effectively Strong problem-solving skills and adaptability in changing environments 	Desirable Criteria <ul style="list-style-type: none"> Facilitation skills for group learning, peer support sessions, or leadership development Understanding of monitoring and evaluation frameworks, including impact measurement Digital communication and content creation skills (e.g., newsletters, reports, social media updates) Budgeting or financial literacy skills relevant to supporting small organisations Ability to mentor, coach, and support small organisations and individuals in their development
Attributes <i>(Essential to possess a <u>minimum level</u>, desirable to possess a <u>high level</u>)</i>	
<ul style="list-style-type: none"> Faith-Inspired – Committed to the values and mission of faith-based youth work and able to work respectfully within diverse Christian traditions Relational – Builds trust and rapport easily with individuals and organisations; a people-person with a pastoral heart 	<ul style="list-style-type: none"> Adaptable – Flexible in responding to changing needs, contexts, and priorities Supportive – A natural encourager who brings a positive and solution-focused attitude to challenges



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- **Proactive** – Takes initiative and drives work forward independently, while knowing when to collaborate
- **Empowering** – Passionate about developing others and enabling small organisations to grow and thrive
- **Organised** – Able to juggle multiple responsibilities with strong attention to detail and follow-through
- **Vision-Driven** – Understands the bigger picture and works strategically toward long-term impact
- **Ethical** – Demonstrates integrity, confidentiality, and sound judgement in all aspects of work
- **Culturally Aware** – Sensitive to the diversity of faith-based and community contexts across Northern Ireland