****

**GOOD RELATIONS AND CHURCH ENGAGEMENT OFFICER**

**APPLICATION PACK**

**May 2025**

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**GOOD RELATIONS AND CHURCH ENGAGEMENT OFFICER**

*This post is funded through the Community Relations Council Core Funding Programme. Appointment will be on a full-time basis (37½ hours per week) for a fixed term from 1st July 2025 – 31st March 2027 (Subject to funding -* Salary - £30,559

**INFORMATION ENCLOSED**

**1. Job Description**

**2. Personnel Specification**

**3. Summary Terms & Conditions of Service**

**4. Background Information - Youth Link**

**5. Application Form**

Please ensure that you fully demonstrate in your application how you meet essential and/or desirable criteria. If insufficient space is provided in application form for explanation, please expand sections as required. Additional sheets may be appended, if necessary.

CV’s will not be accepted / reviewed.

**6. Equal Opportunities Monitoring Form**

When you have completed this form, it should be sealed in an envelope marked "Equal Opportunities Monitoring", and returned with your application form.

**Closing Date for Completed Application Forms**

**Thursday 22nd May @ 10.00 AM**

**NB: Applications submitted by e-mail to maria@youthlink.org.uk will be accepted; however a signed and dated hard copy must also be provided by short listed applicants at interview stage.**

**JOB DESCRIPTION**

**GOOD RELATIONS AND CHURCH ENGAGEMENT OFFICER**

*This post is funded through the Community Relations Council Core Funding Programme.*

*Appointment will be on a full-time basis (37½ hours per week)*

*fixed term from 1st July 2025 – 31st March 2027 (Subject to funding)* Salary - £30,559

# 1. **Title of Post:** Good Relations & Church Engagement Officer

# 2. **Responsible to:** Youth Link Council through the CEO

# 3. **Description:** To contribute to the development of Youth Link’s vision and mission through the

# implementation of the following four work areas which collectively aim to foster peacebuilding, reconciliation, and good relations among young people, the churches and faith-based youth work in Northern Ireland.

**Work Area 1: Engage, Empower, and Equip the Next Generation of Peacebuilders** ​

1. Focus on equipping young people, youth workers, teachers, and clergy with knowledge and skills to promote good relations and reconciliation. ​
2. Includes the delivery of accredited and non-accredited training, capacity building and development work, that empowers and equips young people and youth workers to engage in good relations work. Train the trainers sessions in the Common Good, Beyond the Walls and Kairos programmes.
3. Addresses sectarianism, racism, and the legacy of the past with young people and leaders in churches and faith-based youth work organisations in Northern Ireland. ​

**Work Area 2: Research, Resource Development & Dissemination** ​

1. Conducts research to understand young people's perspectives on issues of conflict, reconciliation and good relations. ​
2. Develops resources addressing biblical and theological perspectives of peace and reconciliation, Good Relations and intergenerational impacts of the Troubles.
3. Disseminates findings through focus groups, youth forum, and creative arts approaches.

**Work Area 3: Strategic Engagement with Churches and Collaborative Partnerships** ​

* 1. Builds partnerships with faith-based organisations, educators, and community leaders to address the legacy of the past and reconciliation. ​To include work with trustees and church leaders.
  2. Includes attending conferences, presenting work, responding to consultations, and creating alliances with Good relations organisations and International peace organizations.
  3. Promotes the use of shared spaces like churches and schools for community relations work.

**Work Area 4: Beyond Our Walls: Global Perspectives on Peace and Reconciliation** ​

* 1. Utilizes global youth work methodologies to connect local issues with global challenges. ​
  2. Focuses on addressing sectarianism, racism, and barriers to inclusion through thematic seminars, training programs, and collaborative projects. ​
  3. Promotes the UBUNTU philosophy of interdependence and togetherness for peace and reconciliation and pursue the common good.

# **Main Responsibilities:**

1. To implement four areas of work as agreed by the Youth Link Council and in keeping with the organisation’s operational plan.
2. Co-ordinate the suite of accredited and non-accredited good relations and peace and reconciliation programmes for young people and youth workers in Northern Ireland.
3. Provide high quality training sessions for educators including teachers and youth workers to enable them to deliver the good relations resources to young people. To deliver workshops and other activities that raise-awareness of the importance of having youth workers equipped to deliver good relations and peace and reconciliation activities.
4. Listen to the voice of young people in relation to their vision of the future and what lessons they can learn from the legacy of the past.
5. To engage in high quality monitoring and evaluation procedures relating to programme outcomes and targets to provide quality assurance for good relations programmes.
6. Engage in research and further resource development to ensure the ‘peace and Reconciliation’ programmes remains contextually relevant and up-to-date within the changing social, economic, environmental and political context, with a particular focus on the impact of the legacy of the Troubles and Brexit on young people.
7. Develop resources for churches and faith based organisations that help to reflect on the biblical perspectives on peace building.
8. Disseminate Youth Link’s research and resources.
9. Strategic engagement and collaborative partnership development with key stakeholders in particular churches, faith-based organisations and leaders in civic society.
10. Develop collaborative models of dialogue and shared reflection with appropriate partners locally and Internationally.
11. Ensure that reports are submitted to the funder, Community Relations Council, as required and participate in events and networking opportunities provided. Ensure that periodic reports are made available to the Youth Link Trustees ensuring report writing responsibilities.
12. Ensure the programme maintains a faith-based understanding of society and reconciliation, the robust testing of values and beliefs, spiritual and holistic human development, good relations skills development, reconciliation skills capacity building and an understanding and appreciation of the principles of equity, diversity and interdependence.
13. Represent Youth Link effectively within and beyond Youth Service and the Churches and promote the services and resources of the organisation.
14. Work within the ethos of Youth Link and embrace the Christian vision of Churches working together to empower and equip leaders in youth work and ministry to build a more peaceful and just world in which young people can flourish.
15. Work as part of a team of staff and volunteers and contribute to the ongoing strategic and operational development of the organisation.
16. Maintain efficient records, reports and recordings on agreed work programmes and document developmental case studies of best practice; participate in regular supervision meetings, annual appraisals and undertake appropriate in-service training.
17. Undertake any other duties commensurate with the post and agreed by the CEO of Youth Link.

**Please be advised that this list is not meant to be exhaustive and may be added to or amended as and when deemed necessary**

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**GOOD RELATIONS AND CHURCH ENGAGMENT OFFICER**

**PERSONNEL SPECIFICATION**

This person specification outlines the essential and desirable skills required for the post.

**Shortlisting:** Applications will be shortlisted on the basis of Essential Criteria 1-13. If the panel decide, from the information contained on your application, that you do not meet all the essential criteria, then you will not be short listed.

**Desirable Criteria:** Desirable criteria will be applied at short listing stage should the panel decide that too many applicants meet all the essential criteria. It is important in making your application, that, along with the essential criteria listed above, you provide sufficient detail of all the desirable criteria that you feel you meet.

#### Interviews: Candidates will be assessed using all of the essential criteria.

|  |  |  |  |
| --- | --- | --- | --- |
| **CHARACTERISTIC** |  | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | 1 | Relevant degree (Level 6) qualification in Youth Work and/or equivalent disciplines such as Education, Social Work, Theology or Peace & Conflict studies | Peace and Reconciliation Qualification |
|  |  |  | Training and assessment qualifications |
| **Experience** | 2 | Experience in the delivery and co-ordination of youth work & Good Relations training programmes with young people & youth workers in a range of settings: schools, youth groups, churches. | Experience in the delivery of OCNNI accredited training programmes |
|  | 3 | Experience of preparing monitoring and evaluation reports, documenting case studies and reporting, verbally and in writing, to staff and stakeholders; | Experience of working across the border Counties |
|  | 4 | Experience engaging in small scale research and developing resources to be used youth groups, churches or education setting. | Experience of establishing youth forums, listening to the voice of young people and advocacy. |
|  | 5 | Experience working in the faith-based youth work sector and engaging with churches and leaders in these settings. |  |
| **Skills & Abilities** | 6 | Ability to work on own initiative and as an accountable team member; to plan events and contribute to them as a supportive team member | Competent Skills on CANVA and other creative software and media |
|  | 7 | Ability to communicate effectively both orally and in writing for internal and external audiences; including churches, faith-based organisations, schools and the statutory and voluntary sector |  |
|  | 8 | Ability to work effectively under pressure; the confidence, and determination to deliver agreed targets |  |
|  | 9 | Well developed administrative and organisational skills and the ability to use computer software. e.g. Microsoft Word, PowerPoint, Excel and Teams and to update Social Media Channels |  |
|  | 10 | Good knowledge of peace and reconciliation work: theory, practice and networks. |  |
|  | 11 | Willing to work within the mission, vision and values of Youth Link |  |
| **General** | 12 | Available for occasional work outside normal office hours |  |

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**Summary Terms & Conditions of Service**

**Salary:** £30559

**Leave Entitlement:** 25 days per annum plus statutory holidays.

Leave entitlement will increase by one day per annum to a maximum of 30 days.

**Hours of Work:** Will be 37½ per week, by arrangement with the post holder, although because of the nature of the work staff must be prepared to work unsocial hours. Hours worked in excess of the normal paid hours entitle the post holder to time off in lieu by arrangement.

Flexible working will be considered.

**Location:** The post holder will be based at Youth Link, Farset Enterprise Park, 638 Springfield Road, Belfast BT12 7DY. The post holder may also be required to work from home. The post holder will also be required to deliver training to organisations across Northern Ireland.

**Out of Pocket Expenses:** Includes mileage allowance, incurred on the approved business of the organisation, will be paid in accordance with the Youth Link Terms and Conditions of Service.

**Contract:** The appointment will be on a fixed term contract from 1st July 2025 until 31st March 2027 (subject to funding) which includes a six-month probationary period.

**Pension:** Eligible for membership of Youth Link’s occupational pension scheme.

Other conditions of service shall be those applying to employees of Youth Link.

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**BACKGROUND INFORMATION**

**Youth Link’s vision is of Churches working together to empower and equip leaders in youth work and ministry to help build a peaceful and just world, in which young people can flourish.**

**Youth Link’s** the inter-church youth service for Northern Ireland and was established by the Catholic, Church of Ireland, Methodist and Presbyterian Churches in 1991.

**Youth Link’s mission is to:**

* support young people to achieve their full potential; enable young people and youth practitioners to be agents of transformation and hope;
* promote and provide excellence in youth work and leadership training;
* encourage and equip young people to participate in Church and community and in the building of a peaceful and inclusive society;
* partner with Church bodies, youth organizations and relevant sectors with responsibility for young people and youth practitioners;
* facilitate the development of youth work and ministry within and on behalf of the Churches;
* integrate equity, diversity and interdependence into all aspects of policy and practice in youth work and ministry.

**Youth Link** supports the Churches in providing opportunities for young people of different traditions and cultural backgrounds to develop mutual understanding, tolerance, acceptance and respect and be active contributors towards reconciliation and building a better society.

**Youth Link** receives core funding from its member Churches and the NI Community Relations Council.

**Youth Link’s** team includes a Board of Directors and casual tutors / trainers who work alongside the full-time staff to deliver the programmes and to direct the work of Youth Link.

**Youth Link** is registered as a Company Limited by Guarantee in Northern Ireland, NI 071572; is a charity registered in Northern Ireland, NIC 103369; and is registered as a charity for tax purposes with the Inland Revenue under reference XR38102.

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**The working environment at Youth Link**

It is important to us to support our staff in every way we can. Alongside a competitive salary, we offer a range of benefits to our employees. Youth Link as an organisation is working towards a just, peaceful and flourishing society based on the common good and we seek this for our staff team too. We offer and encouraging and supportive working environment that values working interdependently and the contribution of individual staff and the team. We will celebrate birthdays and be with you when times are tough. We believe that our staff our loved by God, have a unique purpose in the world and we have the space for prayer and reflection in our working lives. We aspire to encourage staff to act justly and to love mercy and to walk humbly with your God.

**Family Friendly and Work-Life Balance Policies**

At Youth Link, we review our policies to ensure they reflect the changing lifestyle patterns of our staff with family or other commitments. We have competitive maternity and sick pay package. We offer flexible working arrangements upon request and a hybrid model of working has been adopted over the last few years.

**What we can offer you**

* We offer a defined contribution pension to all employees with 9% pension contribution.
* Occupational Sick Pay Scheme following successful probation period.
* Enhanced Maternity Leave following 2 years’ service.
* 25 days annual leave (increasing by 1 day per years’ service up to a maximum of 30 days) plus 13 statutory days.
* Cycle to Work Scheme.
* Laptop & mobile phone provision (if appropriate).
* Staff Development Opportunities and Staff wellbeing & team development days**.** As an organisation that values education and helping young people realise their potential, it is important for our staff to also benefit from learning opportunities. We offer a wide range of training and development opportunities for those within post.

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***APPLICATION FORM***

***GOOD RELATIONS AND CHURCH ENGAGEMENT OFFICER***

**Appointment will be on a permanent full-time basis (37½ hours per week) with Hybrid working arrangements to be agreed with CEO**

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| --- | --- |
| **Personal Details** | |
| Surname: | First Name(s): |

|  |  |
| --- | --- |
| Present Address for Correspondence: | Permanent Address: (if different from Present Address) |
|  |  |
|  |  |
| Postcode: | Postcode: |
| Mobile Number: | |
| Email Address: | |
| National Insurance No: | |

**Referees**

**Please give the names and addresses of two referees. The prior consent of referees must be obtained before using their names.**

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
|  |  |
| Tel No: | Tel No: |
| Email Address: | Email Address: |
| Position Held: | Position Held: |

*We reserve the right to take up a reference from your present employer.*

**Please state where you saw the advertisement for this position:**

**Qualifications**

**Further Education/Postgraduate Qualifications**

|  |  |
| --- | --- |
| Name of College Attended |  |
| Year Qualification Received |  |
| Title of Qualification  (if an honours degree state class and division) |  |
| Brief details of course: | |
|  | |
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| --- |
| Please give details of professional qualifications and/or other qualifications relevant to this post, including in-service training, with dates: |
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**Employment History**

**Present Employment Details**

|  |  |
| --- | --- |
| Date Appointed |  |
| Name & Address of Employer |  |
|  | |
| Position and Nature of Duties |  |
|  | |
|  | |
| Period of notice required |  |

**Previous Employment Details - use additional page if necessary**

|  |  |  |  |
| --- | --- | --- | --- |
| From/To  Month/Year | Name and Address  of Employer | Job Title (indicate whether full or part-time) / brief details of duties | Reason for  Leaving (if applicable) |
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**Experience of Voluntary Work**

|  |  |  |
| --- | --- | --- |
| From / To | Name / Address of organisation | Nature of Voluntary Contribution |
|  |  |  |
|  |  |  |
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**Attendance Record**

How many days sick leave have you had in the past year?

Please give particulars of any illness or injury which incapacitated you for more than seven days during the past two years.

**Disability**

Do you consider yourself to have a disability which is relevant to your job application? YES / NO

If you have answered ‘Yes’ - is there anything we should know about your requirements in order to offer you a fair selection, or to make reasonable adjustments to work arrangements: eg interpreter, parking facilities, or any other form of assistance? (please specify)

**Mobility**

Do you have access to a car? Yes ❑ No ❑

Do you hold a full current driving license? Yes ❑ No ❑

If you have answered NO to either of the above mobility questions and you consider yourself to have a disability which is relevant to your job application, can you demonstrate that you can fulfil the mobility requirement of the post for which you are applying?

**ESSENTIAL CRITERIA:**

*Please ensure that you* ***fully demonstrate*** *in this section of your application how you meet essential and/or desirable criteria – please do not refer recruitment panel to previous sections of your application.*

|  |
| --- |
| **Relevant degree (Level 6) qualification in Youth Work and/or equivalent disciplines such as Education, Social Work, Theology or Peace & Conflict studies** |
| **Experience in the delivery and co-ordination of youth work & Good Relations training programmes with young people & youth workers in a range of settings: schools, youth groups, churches.** |
| **Experience of preparing monitoring and evaluation reports, documenting case studies and reporting, verbally and in writing, to staff and stakeholders;** |
| **Experience engaging in small scale research and developing resources to be used youth groups, churches or education setting.** |
| **Experience working in the faith-based youth work sector and engaging with churches and leaders in these settings.** |
| **Ability to work on own initiative and as an accountable team member; to plan events and contribute to them as a supportive team member** |
| **Ability to communicate effectively both orally and in writing for internal and external audiences; including churches, faith-based organisations, schools and the statutory and voluntary sector** |
| **Ability to work effectively under pressure; the confidence, and determination to deliver agreed targets** |
| **Well developed administrative and organisational skills and the ability to use computer software. e.g. Microsoft Word, PowerPoint, Excel and Teams and to update Social Media Channels** |
| **Good knowledge of peace and reconciliation work: theory, practice and networks.** |
| **Willing to work within the mission, vision and values of Youth Link** |
| **Available for occasional work outside normal office hours** |

**DESIRABLE CRITERIA**

|  |
| --- |
| **Peace and Reconciliation Qualification** |
| **Training and assessment qualifications** |
| **Experience in the delivery of OCNNI accredited training programmes** |
| **Experience of working across the border Counties** |
| **Experience of establishing youth forums, listening to the voice of young people and advocacy.** |
| **Competent Skills on CANVA and other creative software and media** |

**Any other information in support of your application should be attached to your application – a maximum of two additional sheets may be used.**

**warning**

*Any employee found to have knowingly given false information, or to have willfully failed to disclose any relevant fact, will be dismissed.*

**PRIVACY NOTICE**

*The data contained in this application form will only be used for the purpose of progressing this application for employment. The sensitive personal data on the attached monitoring form will only be used to comply with the requirement of statutory legislation.*

*Youth Link: NI will not share any of the information provided in your application with any third parties for marketing purposes or store any of your information outside the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.*

*We will use the contact details you provide to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for. You do not have to provide what we ask for but it might affect your application if you don’t.*

*We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.*

**DECLARATION**: I declare that, to the best of my knowledge and belief, all the information recorded in this application form is true.

Signed Date

**Closing Date for Receipt of Applications: *Thursday 22nd May 2025 @ 10.00 am***

**Please return to:** Maria McKenna

Youth Link: NI

Farset Enterprise Park

638 Springfield Road

BELFAST

BT12 7DY

*NB: Applications submitted by e-mail to* [maria@youthlink.org.uk](mailto:maria@youthlink.org.uk) *will be accepted; however a signed and dated hard copy must also be provided by short listed applicants at interview stage.*

***CV’s will not be accepted or reviewed.***

|  |
| --- |
| **MONITORING FORM**YOUTH LINK are an Equal Opportunities Employer |
| ***Private & Confidential Ref No: GRACECRC/May 2025/***  ***NB- This form is regarded as part of your application, failure to complete and return it will result in disqualification***  *Youth Link: NI is an Equal Opportunities Employer. We do not discriminate on grounds of age, perceived religious or political affiliation, sex, marital status, disability, colour, sexual orientation, race or ethnic origin. We practice equality of opportunity in employment and select the best person for the job.*  *To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998. We are therefore asking you to give us extra information which will be treated in the strictest confidence, and used for monitoring purposes only. This extra form will not be filed with other details, as given on your application form.*  *If you do not complete this questionnaire, we are encouraged to use the ‘residuary’ method, which means that we can make a determination on the basis of personal information on file / application form.*  *Whether or not you are from Northern Ireland, you should answer the question below by indicating which community or religious background you might be perceived to come from. Even if you no longer practice any religion, the aforementioned legislation still obliges us to classify your perceived community background / religious affiliations, in order to monitor the effectiveness of our policy on equality of opportunity.*  *We are therefore asking you to indicate your community background by ticking the appropriate box.*  ***Section A***  *I am a member of the Protestant Community *  *I am a member of the Roman Catholic Community *  *I am a member of neither the Protestant nor the Roman Catholic Community *  ***Section B***  *Please indicate whether you are: Male  Female *    ***NB It is a criminal offence under the legislation for a person to ‘give false information in connection with the preparation of the monitoring return’.***  *When you have completed this form, it should be sealed in an envelope marked "Equal Opportunities Monitoring", and returned with your application form.* |