

Northern Ireland Resources Network (NIRN)

Job Title: Community Network Manager

Responsible to: Operations Manager of Northern Ireland Resources Network

Responsible for: To support the growth of NIRN and its members by helping expand their impact, build collaboration within the network and across other sectors, and identify and coordinate relevant training opportunities.

Key Duties and Responsibilities:

Management

- Supporting the growth and development of existing members
- Engaging and connecting with potential new members
- Facilitate and support connection and collaboration between NIRN members
- Identifying and promoting funding opportunities for members
- Promoting members activities and events via relevant communications channels
- Contribute to NIRN members bulletin and E-newsletter
- Facilitate and encourage member engagement regarding responses to various consultations and policy documents.
- Maintain an accurate up to date record of work and initiatives via the CRM system.
- Identify best practices and disseminate relevant learning across the network, including through events and training
- Induction, training and ongoing guidance of network coordinator
- Collection of members data on triple line benefits of their activities
- Provide regular progress reports as required by Operations manager

Training, Events and Communication

- Working with members to develop communication strategies to positively promote member activities and the reuse and repair sector
- Developing case studies to promote members activities
- Facilitating networking and learning exchange across NIRN membership (online or in person)
- Organise regional events to engage NIRN members and public in reuse and repair
- Identifying training needs for members and signposting or facilitating delivery of training.

- Providing in person and online focus groups/workshops and training based on specific themes relevant to network base eg. charity shops, bikes, electrical, textiles/clothing.
- Support in organising and hosting events/conference aimed at NIRN members and key stakeholders

Networking & Representation

- Represent NIRN on relevant groups and committees with associated networks and at conferences
- Develop and maintain links with NI Councils and across departments including Waste/Resources, Climate, Communities, Funding, Marketing and Economic Development to drive awareness of Circular Economy and promote local NIRN members offering alternative opportunities to waste
- Present a positive, professional image of Northern Ireland Resources Network to statutory, voluntary and community sector organisations, funders, elected representatives etc.

Employment Details

Hours: Fulltime (35 Hours) (additional hours may be available depending on funding) , Part time - (Min 28 hours per week) will also be considered.

Salary: £30,000 Fulltime (Part Time hours will be pro rata, per annum)

Contract : A fixed term contract until 31st of March 2026, with potential to extend subject to satisfactory performance and programme funding

Travel Expenses: HMRC Fixed Rate

Pension: Company Pension Available

Base: Home Based –Ideally located in Derry & Strabane Council or Fermanagh and Omagh District Council area. Travel to meet organisational requirements across the North/South West (NI) and with occasional travel across any location in Northern Ireland.

To apply for this position:

Please send CV and covering letter to catherine@ni-rn.com. Please outline in your covering letter how you meet all of the essential and any of the desirable criteria. **DEADLINE: Friday 30th of May 2025 @ 12pm**

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 Criteria	Desirable Criteria
<u>Qualification/Experience</u>		
<ul style="list-style-type: none">A minimum of 2 years recent experience of working in the voluntary/community sector	✓	
<ul style="list-style-type: none">Educated to degree level in a relevant discipline		✓
<u>Knowledge and Experience</u>		
<ul style="list-style-type: none">Experience of working with community groups or community-based organisations	✓	
<ul style="list-style-type: none">Knowledge of the Circular Economy/Resource Management: An understanding of reuse, repair, waste reduction, and the broader circular economy principles to support members and promote their activities.		✓
<ul style="list-style-type: none">Understanding of current policies, practices and legislation which have an impact on the Reuse and Repair		✓

sector and Circular Economy.		
<ul style="list-style-type: none"> • Communication (Written & Verbal): Able to create content (eg, case studies), deliver presentations, and facilitate discussions both online and in person. 	✓	
<ul style="list-style-type: none"> • Knowledge of Google Workspace (or equivalent)- Competent in spreadsheets, email management, calendar scheduling, and Forms creation/analysis. 	✓	
<ul style="list-style-type: none"> • Experience of working with /for any of the following member organisations: charity shops, lending libraries, repair organisation and repair, cafes, mens sheds , food banks/fridges and refill organisations. 		✓
<ul style="list-style-type: none"> • Experience in creating and delivering training courses: Experience in designing and delivering training programs. Skilled in facilitation, and assessment. 		✓
Skills and Abilities		
<ul style="list-style-type: none"> • Relationship Building: A proven ability to create and nurture strong connections with existing and potential members/stakeholders/customers, encouraging a collaborative environment. With experience in building partnerships between organisations to expand impact and opportunities. 	✓	
<ul style="list-style-type: none"> • Networking & Stakeholder Engagement: Proven ability to represent an organisation effectively, build relationships with diverse stakeholders (councils, other networks), and promote its interests. 	✓	
<ul style="list-style-type: none"> • Facilitation: Skill in guiding meetings, workshops, and networking events. 	✓	
<ul style="list-style-type: none"> • Project Management & Organisation: The capacity to manage multiple projects, 	✓	

organise events, track progress, work to deadlines/targets and maintain accurate records. To be a Completer Finisher.		
<ul style="list-style-type: none"> • Training & Development Coordination: Ability to identify training needs, source relevant opportunities, and potentially deliver training sessions. 	✓	
<ul style="list-style-type: none"> • Initiative & Proactiveness: To have a creative and innovative approach to problem solving with a positive attitude and willingness to learn. 	✓	
Position requirements		
<ul style="list-style-type: none"> • A flexible attitude to work and ability to attend work outside normal working hours. 	✓	
<ul style="list-style-type: none"> • A full and current drivers licence with access to a vehicle - (this role will require the person to drive to different locations across a wide geographical area) 	✓	