**Job Description**

**Job Title:** Greater Falls NR Co-ordinator

**Responsible to:** Chairperson of the GFNP

**Salary:** £24,050 per annum + Pension

**Hours** 37 per week

**Contract:** Mar 2026 (rolling 1 year contract)

**Job Background**

The Greater Falls Neighbourhood Partnership was formed in 2006 and operates as part of the Department for Communities ‘People and Place’ Policy governing Neighbourhood Renewal which has focussed on urban regeneration and tackling deprivation. The Greater Falls area covers the electoral wards of Beechmount, Clonard and Falls. The Partnership exists to support the development of physical,community, social and economic renewal of the Greater Falls area and works with all interested stakeholders to identify need, design responses and work for the delivery and implementation of appropriate plans.

**The following have been identified as key functional areas of the partnership:**

* **Co-ordinate agreed priorities**, supporting people and groups,
* **Advocacy, lobbying and negotiation** to develop and design of appropriate services to meet community needs
  + Lobby for resources to support and develop community infrastructure and delivery
  + Raise awareness of issues/problems and possible solutions based on identified need
  + Advocate on behalf of the local community
  + Work with key stakeholders to change system
  + Connect people to services and services to people
* Develop area wide, generic and transferable outcome focused planning models.
* Influence and promotion of the positive benefits of community development approaches particularly as it effects the development of tendering and procurement procedures across the community planning processes and partners of the Belfast Agenda.
* Support best practise and the promotion appropriate systems of monitoring, evaluation planning and feedback including the continuing development of an outcomes-based accountability process outlined by DFC.
* Consultation response role, articulating the views and needs of communities across the Greater Falls area.

**Main Duties**

1. To provide professional support to the Greater Falls Neighbourhood Partnership and its sub-groups.
2. To support the Greater Falls Neighbourhood Partnership in the delivery of the key issues and priorities document.
3. To liaise with other area workers & external agencies to achieve the required outcomes as identified in area key issues and priorities document and ensure delivery is achieved to timescale, budget and within the operating requirements of the Neighbourhood Partnership.
4. To co-ordinate the implementation, review & evaluation of the Neighbourhood Action Plan.
5. To help support local organisations to source funding opportunities to sustain the core infrastructure of the Greater Falls Area
6. To assist organisations with new regulations under tendering and procurement processes.
7. To represent the project on appropriate external committees as directed by the GFNP.
8. To undertake planning and preparation of seminaries, workshop, conferences as appropriate.
9. To co-ordinate the production of the annual report.
10. To co-ordinate the overall fundraising for the project by;
11. Identifying current and potential sources of funding
12. Design and implementation of a funding strategy
13. Negotiation with funders
14. Prepare monthly reports for the GFNP.
15. To undertake such other reasonable duties as may from time to time be required

**Project Specification – NR Co-ordinator**

**Essential**

1. A relevant third level qualification or a minimum of 5 years work experience in a related field, 2 of which must be within the last 5 year period

2. A current knowledge of issues affecting community development organisations

3. Excellent presentation skills in both written and oral forms

4. Management experience of community projects

5. Knowledge and experience of a wide range of community, voluntary and statutory agencies and proven achievement through networking with same.

**Desirable**

1. Experience of understanding and managing budgets and finance
2. Knowledge and experience of funding agencies and preparation of funding applications.

**Skills**

1. Sound organisational skills
2. Positive leadership qualities with the ability to motivate others
3. Sensitivity and awareness of the needs of various groups of people in the community
4. Effective negotiation skills
5. Ability to work on own initiative and as part of a team

**Personal Qualities**

1. Awareness and commitment to the aims, objectives and values of the Greater Falls Neighbourhood Partnership.
2. A high level of motivation
3. Be prepared to work unsociable hours if necessary
4. Exhibit a well structured and organised approach to work