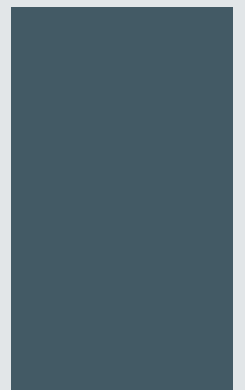




Administrator Community Empowerment Programme





Welcome

Thank you for your interest in the Project Administrator position for our Community Empowerment Programme at NICVA. I'm delighted that you're considering joining us at such a meaningful and exciting time.

NICVA has a proud legacy of championing the voluntary and community sector across Northern Ireland. Through partnership, advocacy and capacity building, we work alongside organisations and individuals striving to create real, lasting change in communities. The Community Empowerment Programme is part of the Belfast PEACEPLUS Local Community Action Plan, which is a project supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB) and is one of our most ambitious and impactful projects. Over the next three years, it will engage 1,000 people across Belfast in activities that promote collaboration, challenge division, and support people to shape the future of their communities. This is about more than participation — it's about transformation, inclusion, and empowering people to become confident civic leaders.

The Project Administrator will play a vital role in supporting the delivery of this programme. From managing participant records and event logistics, to coordinating communications and monitoring systems, this is a role that sits at the heart of the project team. Your attention to detail, organisational flair, and commitment to inclusive practice will ensure the programme runs smoothly and successfully.

If you thrive in a collaborative environment, take pride in enabling others to succeed, and are passionate about social impact, I would encourage you to apply. This is a unique opportunity to be part of something truly positive for Belfast and its communities.

Thank you again for considering this opportunity. I look forward to learning more about you.

Warm regards,

Celine McStravick
Chief Executive, NICVA

About NICVA

NICVA is the umbrella representative organisation for the voluntary and community sector in Northern Ireland with a membership of over 1,500 organisations. We represent our sector to government, other sectors and a range of strategic stakeholders.

We give our sector wide-ranging practical advice, support and leadership and management training in everything from HR, finance and fundraising to governance and risk.

Simply put, as well as being the voice of the sector and its most passionate advocate, we're also the one-stop-shop for everything the voluntary and community sector in Northern Ireland needs to operate, develop and grow.

NICVA members:



Vision

Our Vision is of a fair and equal society.

Mission

Our Mission is to provide support and leadership to create an effective vibrant voluntary and community sector.

Values

Courage

We take action in the face of challenges, speak up for our sector and communities, and push the boundaries to find innovative solutions for positive change.

Collaboration

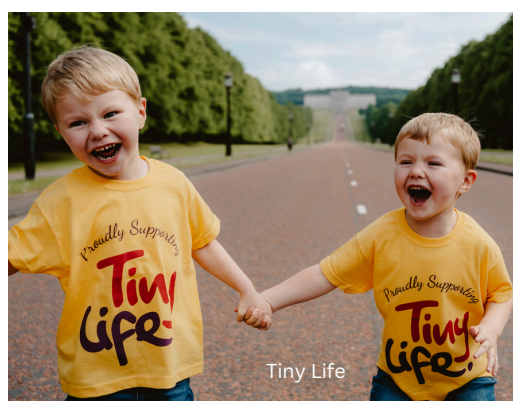
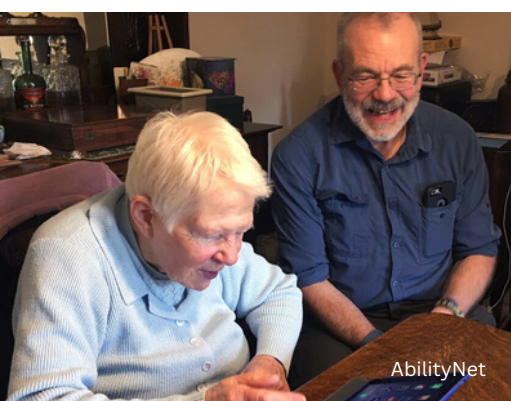
We work with others across and beyond the sector, sharing expertise and embracing new ideas to help shape our work and increase our impact.

Caring

We act with empathy and kindness, treat everyone fairly, respect the insight and diversity of others and support each other to succeed.

Committed to excellence

We strive for the highest standards, using data and sector feedback to continually improve and innovate.



Role Overview and Benefits

Job title:	Project Administrator
Responsible to:	Project Coordinator – PEACEPLUS Community Empowerment Programme
Status of post:	Fixed Term until December 2027. 28-35 hours per week, to be agreed with the successful candidate
Grade	£25,183 to £25,992 (pro rata). Candidates are normally appointed on the first point on the scale
Location:	NICVA offices, 61 Duncairn Gardens, Belfast, BT15 2GB, with working from home options.

Role Description:

The Project Administrator provides administrative support to the Community Empowerment Programme (CEP) in areas such as events, training and recording on CRM. This is a vital role, to support the successful delivery of CEP through the provision of effective and efficient administration services.

The Community Empowerment Programme is being delivered by NICVA and a network of community partners from across Belfast. It is part of the Belfast PEACEPLUS Local Community Action Plan, which is a project supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).

Key Staff Benefits:

- Blended Working (Work from Home and Office)
- Annual Leave - 25 days, plus 11 Bank / Public holidays days (rising to 30 days plus 11) Annual Leave Purchase Scheme (ability to purchase up to 5 additional leave days)
- Employee Supported Pension (Legal and General)
- Death in Service Benefit (3 x salary paid to beneficiary)
- Learning and Development Opportunities
- Health Cash Plan (BHSF)
- Annual Health Checks (Chest Heart and Stroke)
- Occupational Maternity and Paternity Pay
- Occupational Sick Pay
- Employee Assistance Plan (EAP)
- Eye Care Scheme
- Cycle to Work Scheme

SPECIFIC DUTIES:

Admin support for programme activities

- Assist the Project Coordinator in the planning of the programme activities – these include but are not limited to: training sessions, networking events, best practice visits, residentials and an Open College Network (OCN) course – including room bookings, catering arrangements, booking travel and accommodation for best practice visits and residentials
- The administration of CRM (NICVA's Customer Relationship Management database) and website including setting up events, meetings, training sessions, courses etc. including receiving all events and training registrations and ensuring the accurate input and recording of all programme activity, attendance and participation; adding programme activity information to NICVA websites and keeping pages up to date; and to work with the Project Coordinator to deal with any queries to ensure accuracy of information for reporting purposes
- Liaise with project partners to ensure all information regarding Local Empowerment Programmes is accurately recorded and up to date on CRM
- Communicate with learners/attendees of training and events before and after the event to share zoom links, reminder emails, resources and evaluation forms etc.
- Record and store monitoring and evaluations appropriately.

OCN Administration

- Working with the Skills Development team to manage the OCN online accreditation system including registering candidates, uploading candidate and assessment information and ensuring certificates are claimed.
- Assist skills development team by adding learner information and learner assignment information to CRM.

Meetings Administration

- Provide support to Project Coordinator for formal meetings such as partner meetings, contract meetings and Community Capacity Building Forum, such as planning dates. taking record of the meetings, room bookings and catering arrangements.
- Set up all meetings on CRM and accurately recording attendance
- Sending action points from meetings and any follow up information as required.

Monitoring and evaluation

- Work with the Project Coordinator to ensure fulfilment of all contractual requirements in collaboration with Belfast City Council and programme partners
- Liaise with partners to collect their programme information and upload them onto CRM
- Support with the monitoring and evaluation for the programme
- Produce programme reports when required

Promotion and recruitment

- Work with the Communications Officer and Project Coordinator to promote all aspects of the programme
- Assist the Project Coordinator and Partners in the recruitment of participants onto the programme
- Liaise with Communications Officer to promote stories and impact from the programme through articles on the website and posts on social media

Other Duties

- Provide short-term reception relief as part of a roster system as required (e.g. during breaks).
- Comply with all NICVA staff policies and procedures including Equal Opportunities and Dignity at Work policies and procedures.
- Complete all mandatory training and adhere to Health & Safety at Work practices and Fire Safety guidelines.
- Contribute to the promotion of NICVA; engaging in NICVA's mission, role modelling NICVA values and striving to achieve NICVA goals.
- Contribute to the evaluation, planning and organisation of major events in conjunction with other NICVA Staff.
- Undertake such other duties as NICVA may from time to time reasonably require.

Person Specification



Experience

Essential:

- Two years' proven experience delivering administrative support in a busy office environment.
- Excellent computer skills to include working experience of using the full Microsoft Office package.

Desirable:

- Experience of providing administrative support for events such as preparing agendas, delegate packs and providing registration support.
- A minimum of one year's experience using a customer database system.

Qualifications

Essential:

- Educated to GCSE level (or equivalent) with at least two attained at Grades A – C to include Mathematics and English language.

Skills

Essential:

- Ability to develop effective relationships with colleagues and customers.
- Excellent communications skills, both oral and written to a variety of audiences.
- Ability to organise and prioritise work to meet deadlines.
- Proven ability to exercise excellent attention to detail and accuracy in all work.
- Ability to provide a high level of customer service at all times.
- Ability to adhere to confidentiality requirements when dealing with sensitive information.

Other requirements

Essential:

- An interest in and understanding of the voluntary and community sector in Northern Ireland.
- Ability to work within the mission, vision and values of NICVA.
- Committed to NICVA's policy of equal opportunities.

How to apply

Closing Date for Receipt of Applications: Midnight on Sunday, 6 July 2025.

To apply, please complete all sections of the attached application form and return to NICVA by either:

Email: monitoringofficer@nicva.org

Post: The Monitoring Officer NICVA 61, Duncairn Gardens Belfast, BT15 2GB

Under Fair Employment legislation, we are required to monitor the community background and gender of those applying for jobs. You must therefore complete the equal opportunities monitoring section of the application form when applying for the post.

NICVA is a member of Employers for Disability NI and for our recruitment, we have committed to: ensuring our recruitment process is inclusive and accessible; communicating and promoting vacancies; offering an interview to disabled people who meet the essential criteria for the job (the Guaranteed Interview Scheme); and anticipating and providing reasonable adjustments as required.

We support applicants with disabilities or those with a long-term impairment or health condition, that is expected to last for at least 12 months. Within our values base, NICVA recognises that certain individuals with disabilities may not have had the opportunity to achieve certain qualifications or may be unable to meet other criteria such as possession of a driving licence. If you feel that you, as a person with a disability, have experienced these barriers we would encourage you to tell us about it and to tell how your other skills and attributes prepare you for this post. This will help us to make any necessary reasonable adjustments and / or positive action measures to the recruitment process.

If you require more information on the recruitment process, or you require information in an alternative format, please contact the Monitoring Officer at monitoringofficer@nicva.org

Further Information

To find out more about working at NICVA, go to www.nicva.org/jobs.



NICVA is the Northern Ireland Council for Voluntary Action, registered as a company limited by guarantee in Northern Ireland No. NI001792 and a registered charity NIC100012

Registered office: 61 Duncairn Gardens, Belfast BT15 2GB | T: 028 9087 7777



www.nicva.org



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NICVA (Northern Ireland Council
for Voluntary Action)



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PEACEPLUS
Northern Ireland - Ireland

Co-funded by the
 European Union  UK Government
 Killeshall Museum
Government of Ireland  Northern Ireland
Executive



**Belfast
City Council**

The Belfast Local Community Action Plan is supported by PEACEPLUS,
a programme managed by the Special EU Programmes Body (SEUPB).