**Development Co-ordinator**

**Background information**

The postholder will be key to ensuring engagement and liaison with a diverse range of local organisations in north Belfast all of whom have responsibility for, and / or ownership of, a series of wonderful heritage assets. The postholder will also be instrumental in building and enhancing a series of relationships with key stakeholder organisations to help develop strategic projects that collectively work to catalyse regeneration of this area.

**Who we are**

The post holder will be employed by Belfast Charitable Society, on behalf of the North Belfast Heritage Cluster.

Belfast Charitable Society is the oldest charity in Northern Ireland set up in 1752 to address disadvantage. Based at Clifton House, it continues this work today through a programme of grants and managed funds; it also preserves and promotes its vast heritage and archive; and has set up the Mary Ann McCracken Foundation to celebrate and reimagine the work of one of Belfast’s leading social reformers. (www.belfastcharitablesociety.org)

The North Belfast Heritage Cluster is a group of voluntary organisations that own or care for an historic building in the area. Its goal is to deliver heritage-led regeneration by making better use of what people care about – the collection of historic buildings and the real stories connected to them.

**What we do**

The diversity of north Belfast’s heritage is part of the area’s strength. From Grade A listed city landmarks to local places of worship, the collection that makes up the Cluster is at the heart of Belfast’s story, both past and future.

We take a strong community development approach in all our work to support each of the Cluster members both at an organisational and area wide level. We work together to deliver a series of connected projects that help address economic and social development in north Belfast - using what’s special about the area to create a more confident sense of place.

**Cluster members currently include:**

* Redeemer Central: Donegall Street Congregational Church
* The Jesuit Order: St Patricks School
* St Patrick’s Church & Parochial House
* Quaker Society: Frederick Street Meeting House
* Belfast Charitable Society: Clifton House & Cemetery
* Belfast Orange Hall
* Indian Community Centre
* St Malachy’s College & The O’Laverty Library
* Carnegie Oldpark Library
* North Belfast Working Men’s Club
* 174 Trust: Duncairn Centre

For more information on our work to date please see [www.greatplacenorthbelfast.com](http://www.greatplacenorthbelfast.com)

**Project Title/Post title:** Recreating AGreat Place: Development Co-ordinator

**Hours:** Full Time (37.5 Hours), until March 2028

**Salary:** £35,445

**Reporting to**: Belfast Charitable Society Chief Executive Officer

**Overall purpose of post/programme of work**:

To assist in the delivery of the North Belfast Heritage Cluster’s project, Recreating a Great Place, which uses local heritage assets to catalyse regeneration while improving Cluster members’ sustainability and heritage offerings. The project has a specific focus on capacity building and organisational development with the Cluster Members.

**Main Responsibilities**

**Member Development**

* Work with the individual Cluster members on good governance practice, including the development and delivery of governance Kite Marking.
* Co-ordinate the delivery of Cluster wide projects such as lobbying for urban design and lighting projects for the heritage buildings.
* Identify and deliver capacity building work with the Cluster members through regular meetings.
* Develop strategies surrounding finance and income generation, such as fundraising.
* Co-ordinate the development of Outline Business Case’s (OBC’s)
* Liaise with the individual Cluster members on a regular basis to ensure ongoing interaction and that their individual needs are met
* Work with the CEO on the development of investment strategies
* Regularly consider ways for members to promote the funding of the project.

**Area Development**

* Work through the Community Wealth Building Principles to develop local opportunities for the area
* Engage with the key stakeholders in the York Lane/ Donegall St locality to develop physical improvement plans for the locale.

**Engagement with stakeholders**

* Develop community engagement opportunities with Cluster members
* Broker and develop relationships with strategic partners and new partners e.g work with Ulster University to identify volunteering and research opportunities, speakers for events etc
* Keep abreast of relevant wider strategic plans for the area
* Proactively engage with members, community and partner organisations.

**Operational management**

* Assist with the delivery of the project including reporting to Belfast Charitable Society CEO and the funder, in collaboration with other members of Project staff
* Co-ordinate the Cluster wide monthly and project meetings
* Assist in the preparation of plans, financial reports, and monitoring reports
* Co-ordinate all administration / office activities.

**Other Responsibilities**

* Identify and ensure best practice, value and procedures are adhered to
* Carry out any emerging task as deemed appropriate by the CEO
* Work as part of a team ensuring that all team functions are covered in times of staff absence
* Attend appropriate conferences and training as required.

The nature of the organisation and project is such that the person must respond to the dynamic environment in which they operate, and the nature of duties, tasks, knowledge and skills required for this post may evolve and change in time. The successful individual is expected to adapt to these changes and develop the role as a result.

**PERSONNEL SPECIFICATION**

**Essential Criteria**

1. **Qualifications**

1.1 Candidates should hold a level 6 qualification, for example a degree or equivalent (or have an additional 3 years’ experience in 2.1 below)

1. **Experience**
   1. Three years’ minimum experience working in the CVSE Sector advising and/or working on issues involving good governance
   2. Experience of managing partnerships and stakeholders, with excellent relationship building skills and commitment to good service
   3. Two years’ minimum experience in working with organisations to build their capacity in governance / operations / funding
   4. Experience of managing a marketing / communications or community engagement plan to raise awareness and encourage participation in a CVSE setting
   5. Experience in the development/creation of Outline Business Cases.
2. **Knowledge & Values**
   1. Understanding of the roles of CVSE and public sector
   2. Knowledge and understanding of community wealth building strategies
   3. Commitment to vision, mission, values, behaviours and operating principles of BCS and the Cluster
   4. An understanding and appreciation of the diversity of local populations e.g in north Belfast.
3. **Skills**
   1. Confident communication and presentation skills, both verbal and written, and the ability to adapt to different audiences
   2. Ability to be a representative and ambassador and to engage with senior stakeholders in the public, private and voluntary sectors
   3. Competency with Microsoft Office, particularly Word and Excel (or similar), and audio-visual communications
   4. Excellent time management, organisational skills and an ability to manage different projects concurrently
   5. Strong interpersonal skills and the ability to work well as part of a team and co-ordinate with key stakeholders
   6. Ability to analyse information to problem solve, make decisions, influence and gain commitment of others
   7. Ability to produce a high standard of written reports and materials
   8. Ability to meet tight deadlines
   9. Ability to generate new ideas and creative approaches to fulfilling the objectives of the grant makers.
4. **Circumstances**
   1. Able to work outside normal office hours when required.

**Desirable Criteria**

1. Experience of working with a heritage or community relations project.

**HOW TO APPLY**Please complete the appropriate forms and return via email by 12 noon on 15th July 2025 to: **lucy@cliftonbelfast.org.uk**

Please note interviews are scheduled for the 22nd July 2025

Thank you for your interest.