



**Belfast
City Council**



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

Job Description

Job Title:	Community Engagement Manager
Accountable To:	CEO
Salary:	£32,031
Hours:	35 hours per week
Contract:	Until 31st Dec 2027 (with the possibility of extension)
Location:	Belfast

Principal Role

The Community Engagement Manager based at the Rainbow Project will have primary responsibility for the effective management, and day-to-day delivery of the Belfast LGBTQIA+ Community Engagement Project under the PEACEPLUS Programme. The project will deliver an ambitious programme of education and awareness that will increase awareness and understanding of the LGBTQIA+ community in Belfast and lead to greater collaboration to enable and support the delivery of better local services.

As well as being the lead staff member for the programme the post holder will manage two Community Engagement Officers, based at partner organisations HEReNI and Cara Friend.

Key responsibilities

- Responsible for managing the PEACEPLUS funded Belfast LGBTQIA+ Community Engagement Project, and liaison with the Belfast City Council PEACEPLUS management team
- To innovate in both the development and delivery of this programme to ensure the maximum impact for the LGBTQIA+ community in Belfast
- Provide management and support to a team of two Community Engagement Officers in various aspects of the programme delivery, including community engagement, training, event management, and communications.
- With external expertise develop a strategic plan and action plan to meet the needs of the LGBTQIA+ community in Belfast.

- Deliver a qualitative and quantitative research programme to gain insights into the lives of LGBTQIA+ individuals working with the sector's policy team.
- Work as a team to provide high quality stakeholder support, communication and engagement through the lifetime of the project.
- Manage service budgets and resources effectively to ensure the successful implementation of programme activities and the achievement of programme targets.
- To maintain a record of work done, oversee service performance and to evaluate its outcomes and effectiveness, in order to report on this to LGBTQIA+ people and groups and to PEACEPLUS.

Demands

- The Rainbow Project addresses issues that can be viewed as political and/or controversial. The post holder will need to handle all issues astutely and diplomatically, and with party political impartiality.
- The post holder will represent the Rainbow Project professionally and effectively to external stakeholders. This includes with local elected representatives; community & voluntary partner agencies; and LGBTQIA+ communities.
- The post holder will be expected to handle a varied workload which given the nature of community groups will regularly include some evening and weekend work.
- The post involves significant amounts of travel around the Belfast area, with the possibility of occasional overnight stays, the post holder will undertake regular travel between Rainbow Project's offices and to other locations as required.
- The post holder will undertake any other tasks that may be requested, commensurate with the nature and level of the post.

General responsibilities

- To work collaboratively as part of the Rainbow Project staff team to develop and achieve shared goals and objectives.
- To contribute to the general administration, good running and development of the Rainbow Project, while adhering to safeguarding, confidentiality, data protection, health and safety, equality and other organisational policies.
- Monitor your own continuing professional development and identify training, growth and development opportunities.
- To maintain good relationships with colleagues, volunteers, and other stakeholders, while also upholding high standards of professional accountability.

This job description is subject to change in consultation with the post holder.

Person Specification

Essential:

- Substantial experience providing day-to-day management and programme delivery, including a proven ability to lead, support and motivate teams effectively.
- A strong understanding of equality, discrimination, and human rights issues as they relate to LGBTQIA+ people.
- Good working knowledge and experience of community engagement and working within participatory/power-sharing models of practice.
- Experience working with partner organisations, managing collaborative projects, and good stakeholder engagement.
- Demonstrable budget management, evaluation, and reporting skills with the ability to effectively manage resources, evaluate outcomes, and meet funding requirements.
- Excellent communication skills, both written and verbal, with the ability to engage with a diverse range of stakeholders.
- Strong interpersonal skills, including the ability and flexibility to work cooperatively and collaboratively, rise above personal, ideological, and other differences, build relationships, and work effectively with a wide range of stakeholders and colleagues.
- An ability to work on your own initiative and organise and develop concurrent work within an agreed budget, including in fast-changing situations where flexibility is required.

Desirable:

- Ability to develop and deliver research projects, including data collection, analysis and report writing.
- Understanding of intersectional equality issues and experience of working with groups of marginalised individuals, including those with learning disabilities and/or difficulties.