

BBNI

THE NORTHERN IRELAND BOYS' BRIGADE



JOIN OUR TEAM

PROGRAMME
& EVENTS
CO-ORDINATOR



Message from our Chief Officer

Dear Candidate

Thank you for your interest in the position of Programme and Events Co-ordinator with The Northern Ireland Boys' Brigade (BBNI). This is an exciting position bringing experience and skills to help the organisation develop programmes and initiatives and deliver a suite of events, all focused on equipping leaders for the important role they have in working with boys and young men.

Our vision for The Northern Ireland Boys' Brigade (BBNI) is to '**Raise generations of Christ-like men.**' The staff team in BBNI is responsible for the day-to-day management of the charity and provide training, programme, resources and support to over 2,600 volunteer leaders.

Our BBNI companies run in churches throughout NI and Donegal and having access to new, innovative programmes and initiatives helps us provide a fun and exciting experience for the boys and young men. To build our leaders community, in the past 2 years we've increased the number of leaders events, and now require someone with the creativity and skills to co-ordinate and deliver these events.

If you have the experience and passion to commit to an organisation that makes a positive impact on around 11,500 boys and young men and support us in equipping our volunteer leaders, then please consider applying.

Kind regards,

Lisa Keys, Chief Officer
The Northern Ireland Boys' Brigade

About The Northern Ireland Boys' Brigade (BBNI)

The Northern Ireland Boys' Brigade (BBNI) works with over 11,350 boys and young men in 243 BBNI companies in Northern Ireland and Donegal. With over 2,700 volunteer leaders, Boys' Brigade is a ministry tool for the local church, focused on advancing Christ's Kingdom among boys.

Through BBNI our volunteer leaders help to make a positive impact on many young lives as they seek to encourage them to achieve their full potential and develop a strong set of skills that will equip them for later life. Our vision is that we can work with churches to raise generations of Christ-like men and see them make a positive impact on society.

Rooted in Christian faith, the charity's objects as detailed in the Articles of Association are:

- (1) The advancement of Christ's Kingdom among Boys and the promotion of habits of Obedience, Reverence, Discipline, Self-Respect and all that tends towards a true Christian manliness
- (2) To encourage the physical, intellectual, emotional, social and spiritual development of children and young people so that they may achieve their full potential and, as responsible citizens, therefore to improve society
- (3) To be responsible for setting up and supervising local companies and grouping such companies into battalions to facilitate meeting these objects.

Our motto 'Sure and Steadfast' is based on Hebrews 6:19:

'We have this hope as an anchor for the soul, a hope both sure and steadfast.'

The Northern Ireland Boys' Brigade is self-governing and independent of The Boys' Brigade UK & RoI which does not operate in Northern Ireland.



VISION To raise generations of Christ-like men

- MISSION**
- To be a ministry tool to aid Christian churches in evangelism and discipleship among boys and young men in Northern Ireland and Donegal.
 - To invest in boys and young men through a fun, engaging and inspirational programme.

VALUES As an expression of our Christian faith, we will endeavour to be Christ-like in our behaviour, in particular demonstrating our core values.

COURAGE

Rooted in faith and trusting in God, we will seek God's will for BBNI and confidently lead with courage to fulfill it.

INTEGRITY

We will strive to do the right thing, taking an honest and transparent approach with a commitment to do what is best for our boys, volunteer leaders and staff.

RESPONSIBILITY

We will act in a responsible manner across all areas of the organisation. We will take responsibility for our actions and learn from our mistakes.

RESPECT

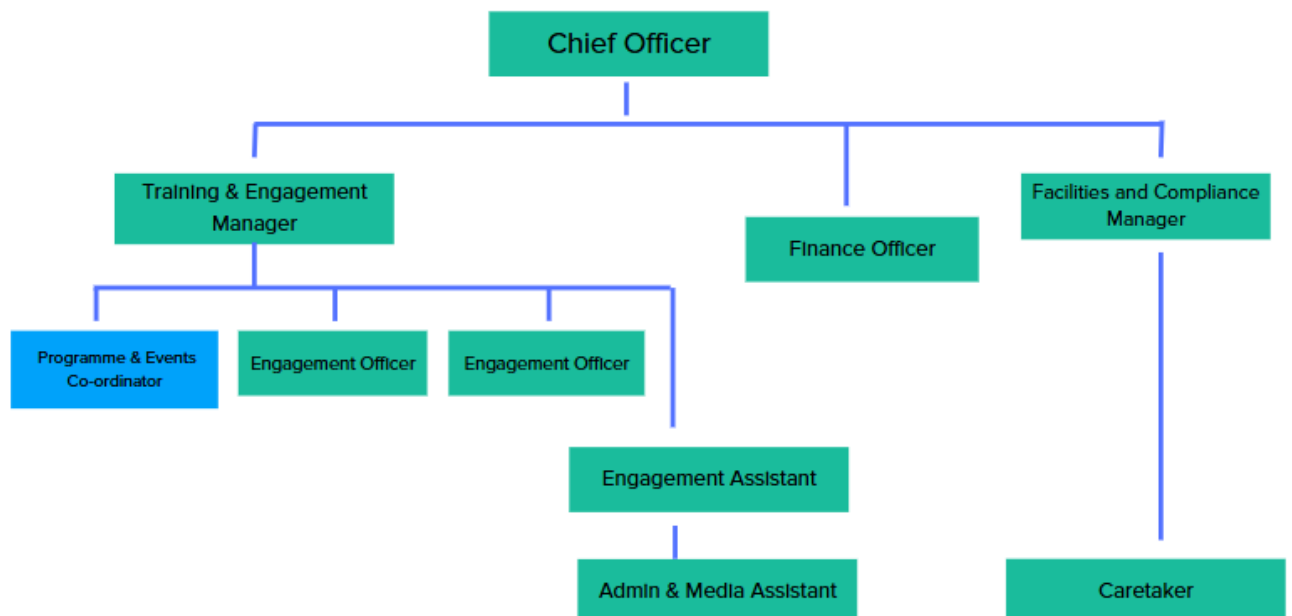
We value all people and treat everyone with grace and respect, acknowledging that delivering our mission is a team effort.

What are we looking for?

We are looking for someone with skills and experience in developing programme initiatives. This will involve working with volunteers to develop resources for use in BBNI companies. The ability to build relationships with external organisations will be an advantage as we expand our programme partnerships. Communication will be a key part of the role, from working with leaders in the development of resources to promoting the range of resources to our network of volunteers.

As we grow our suite of leaders events, we are looking for someone who knows what a good event looks like and has the ability to recreate it for BBNI.

Organisation Structure



What we can offer you

This is an exciting position and the successful candidate will bring their experience and skills to further develop our programme support and deliver a series of events which enhance the volunteer experience in The Northern Ireland Boys' Brigade.

- £25,875 per annum
- 25 days holiday plus 12 statutory days
- Career Development
- Free Parking

Applications

If you are interested in applying for the position, please return a CV & covering letter, outlining how you meet the criteria, to recruitment@wegobeyondhr.com

Closing date for applications is 4pm on 28th July.

JOB DESCRIPTION



Role:	Programme & Events Co-ordinator
Responsible to:	Engagement and Training Manager
Working hours:	35 hours per week
Purpose of Role:	Co-ordinate the delivery of programme and key events
Salary:	£25,875 pa Package includes 25 days annual leave plus 12 statutory days.

The Northern Ireland Boys' Brigade (BBNI) works with 11,350 boys and young men aged 4 – 18 through 243 BB companies in Northern Ireland and Donegal.

BBNI companies are led by over 2,600 volunteer leaders who have a desire to have a positive impact on young lives and provide them with an opportunity to hear about the love of Jesus. Our vision is to '*raise generations of Christ-like men*' and the object of Boys' Brigade is 'The advancement of Christ's Kingdom among Boys and the promotion of habits of obedience, reverence, discipline, self-respect and all that tends towards a true Christian manliness.'

Within BBNI the *Programme* is the core framework of activities which works towards achievement of core badges. It is built around six consistent **Activity Areas** used across all age groups:

- Get Active
- Get Adventurous
- Get Creative
- Get into the Bible
- Get Involved
- Get Learning

Each Activity Area includes clear aims and themed suggestions to help leaders plan a balanced and varied Programme.

BBNI offers a wide range of Programme including core badgework, major awards (e.g. President's and King's Badge), competitions, Scripture Courses, and thematic resources that respond to emerging needs for our children and young people.

We also work in partnership with external organisations to enrich the Programme. Above all, our goal is to help children and young people become **confident, compassionate, and committed followers of Jesus**, equipped to live out their faith in everyday life. For more information visit www.boysbrigadeni.org

Responsibilities

- Co-ordinate and deliver BBNI programme, competitions, events, and activities including working with relevant panels and volunteers
- Co-ordinate and deliver BB UK & RoI National Competitions in Northern Ireland
- Co-ordinate and deliver Scripture resources for all age groups within BBNI working with relevant panels and volunteers
- Develop programme partnerships with external organisations
- Identify opportunities for developing programme and resources
- Identify opportunities to participate and exhibit at relevant events and conferences
- Manage and develop the online resource area
- Co-ordinate BBNI social media pre, during and post events & competitions and assist with the general BBNI social media
- Recruit & co-ordinate volunteers in the delivery of competitions and events
- Forge and develop effective working relationships with leaders
- Provide support and signposting to leaders on programme resources
- Co-ordinate delivery of signature events for BBNI from conception to completion and review
- Develop standards for event delivery and provide training and support for the team
- Keep abreast of industry best practice on programme and events
- Encourage active participation in BBNI activities, events and training
- Gather and share knowledge with the wider team
- Provide direction to the Engagement Assistants and equip them with the tools to provide effective support in the delivery of initiatives and workplan
- Attend competitions and events when required

Health and Safety

- Ensure that all equipment issued is maintained in an appropriate and safe manner, with any defects being reported immediately
- Co-operate with staff and management to maintain our Health and Safety policy, ie monitoring accident books and other relevant paperwork
- Undertake Health and Safety and Environmental training as identified by BBNI

General

- Ensure that you maintain up to date knowledge related to your role and attend training as and when required
- Ensure compliance in all activities in accordance with the Company's Equal Opportunities Policy
- Conduct all activities with confidentiality and in accordance with the requirements of Data Protection Legislation and BBNI Policies and Procedures
- Be an effective ambassador for Boys' Brigade
- Undertake any other duties as required, that are within the competence of the post holder and conducive to the effective delivery of the role

Skills and experience

Essential

- 1- 2 years experience of co-ordinating and delivering events
- Excellent communication skills, both written and verbal with the ability to communicate with stakeholders at all levels
- Capable and confident in delivering presentations/ talks
- Experience in developing programme and resources for children and young people
- Ability to demonstrate competence using MS packages in particular Outlook, Word, Excel and PowerPoint
- Ability to demonstrate an aptitude for learning new procedures and IT packages
- Good command of written English
- Ability to work on your own initiative as well as part of a team
- Proven experience in delivering projects from conception to completion
- Good organisational skills and ability to manage multiple projects and prioritise a busy workload, working to deadlines
- Positive attitude and approach
- Accuracy in work and high attention to detail
- Sympathetic to the vision, mission and values of The Northern Ireland Boys' Brigade
- Due to the nature of the role, a driving licence is essential

Desirable

- Third level education
- Experience of working or volunteering in a youth/children's ministry environment
- Experience of communicating with and co-ordinating volunteers
- Experience of chairing meetings including making arrangements and communicating arrangements
- Ability to create and manage a budget

Due to the nature of the role there will be some evening and weekend work with time off in lieu provided.

Candidates are not required to have any prior knowledge of Boys' Brigade.

The Northern Ireland Boys' Brigade is an equal opportunities employer. We will take any reasonable adjustments into consideration throughout the recruitment process. The Northern Ireland Boys' Brigade reserves the right to enhance the selection criteria in the event of an unprecedented response.