**Job Description**

**Post Title:** YouthBank International, Knowledge and Learning Officer

**Reporting to**: YouthBank International Director

**Hours:** 17.5 hours per week, part time.

**Salary:** NJC points 30-32 - £26,556 - £28,203 (pro-rata)

(Full-time salary is based on 35 hours per week.)

**Duration:** Fixed term contract until 31 August 2018

**Location:** This post is based at the Community Foundation for Northern Ireland’s office at CityLink Business Park, 6 Albert Street, Belfast BT12 4HQ. However, we will consider requests for the

post-holder to work from home or from another location.

**Summary:**

The Community Foundation for Northern Ireland exists to connect people who care to causes that matter. We help donors choose how, when and where they give, by helping them to set up funds, supporting them to make grants and to see the impact of their donations on local communities in greatest need. For 36 years, we have been making grants and working with communities to help the most vulnerable, marginalised and excluded people in our community - giving out more than £100m since we were founded.

The Foundation acts as the fund holder for YouthBank International (YBI) in its transition to becoming a fully independent organisation. The Community Foundation will act as employer of the post holder. YBI requires the services of a suitably qualified part-time Knowledge and Learning Officer to take forward an important strategic function of the organisation. This post has been designed to contribute to YBI’s mission and strategic goals.

**Main purpose of the job:**

In moving forward, YBI seeks to consolidate its existing level of recognition in the youth philanthropy field and scale up its ability to develop a number of regional network hub structures to support youth-led practices. To complement the work of the Director, a part time Knowledge and Learning Officer is required to oversee data collection, analysis and curation, creating a culture of routine data gathering to support networking activities, learning and best practice. The second main function is to promote on-line collaborative learning opportunities between members to strengthen networking behaviour. The Knowledge and Learning Officer will be a member of the YBI secretariat and a flexible approach to working is required to meet the varied demands of the post.

**Main tasks and responsibilities**:

The Knowledge and Learning Officer will support the day-to-day delivery of YBI by:

* Establishing contact with new and existing YBI member organisations to collect and update a range of baseline data sets. This data capture will utilise on-line surveys and/or structured interviews using on-line social media platforms where required.
* Producing a range of data reports from the annual survey and subsequent follow up activity for each regional YouthBank network.
* Establishing databases for data analysis and designing a user friendly structure for organising and accessing the data to include database management, setting up storage, back-up, etc.
* Developing and managing content for the YBI website and collating useful information/statistics/stories to be profiled for web based communications and social media.
* Collaborating with the Foundation Center`s Youthgiving team to design, administer and curate an annual audit of information held on each member and their respective YouthBank network.
* Extracting and synthesising data and network information for funding proposals and periodic reports to the Board of Directors.
* Contributing to the promotion of horizontal learning in and across the YBI network, reducing isolation and helping build collaborative learning opportunities across borders.
* Building and maintaining good relationships with the lead data provider in each YouthBank country network by documenting, mapping and observing YouthBank network activity and the outcomes derived from practice.
* Encouraging contact and networking activity between country networks.
* Administering, building and maintaining YBI’s information systems.
* Contributing to the improvement and development of organisational procedures and policies.

**Key relationships**:

* Country Coordinators of all operating YouthBank networks.
* Liaison with the development staff of the Youthgiving.org project, Foundation Center, New York.
* Liaison with networkweaving.org
* Liaison with Youthpolicy.org
* Liaison with members of the Community Foundation for Northern Ireland’s communication’s team.

**General:**

* To work in line with Youthbank International Programme guidance and Community Foundation for NI policies and procedures at all times.
* To participate in staff meetings and undertake training as necessary.

This Job Description is not intended to comprehensively list the responsibilities of the post, but to indicate the main areas which at this stage appear to be the essential requirements of the post.

**Person Specification**

**Essential Criteria**

Applicants should have and be able to demonstrate:

1. Applied research, analytical and storytelling skills with the ability to mobilise evidence

systematically in a way that is attractive to a range of donors and audiences.

1. Experience of designing and implementing facilitation processes for engagement, learning and information to emerge.
2. Good quality writing and storytelling skills to produce content for web sites and other

publications.

1. A high level of IT competency in use of MS packages, skype, google apps etc.

**Desirable Criteria**

1. Educated to degree level.
2. Relevant experience of producing published materials for knowledge and learning

dissemination.

1. Relevant experience of working with research volunteers on an international basis or with networking activity between organisations.
2. Relevant experience of producing or working on developing a knowledge management system.

**Core competencies**

In order to do their job, every Community Foundation employee is expected to demonstrate the following core competencies:

* Has good interpersonal and communication skills, both verbal and written.
* Is an effective user of IT in day-to-day work.
* A good organiser and administrator.
* Is able to take responsibility for their own workload, sometimes with minimal supervision.
* Has an understanding of and commitment to data protection principles.
* Has an understanding and commitment to equality and diversity principles.
* Has an understanding of and commitment to the contribution of youth philanthropy and entrepreneurship to young people’s development.

**Key Performance Indicators**

The Knowledge and Learning Officer’s performance will be measured against the following indicators:

* Helping to increase the quality of evidence on youth-led decision-making practices with a particular emphasis on the relationship between youth philanthropy and entrepreneurship within the YouthBank model.
* Supporting a number of ‘Community of Practice’ on-line meetings, for YouthBank practitioners as a way of strengthening collaborative learning.
* Producing accessible and visually attractive materials to engage a range of donors, policy makers and YouthBank International stakeholders.
* Designing and administrating the YouthBank International library of resources and materials.

**Summary of main terms and conditions**

This is a part-time fixed-term position until 31 August 2018, subject to continued funding. Working hours are 17.5 per week, exclusive of meal breaks.

The post holder will be expected to work flexibly to meet the needs of the post – some evening/weekend work will be required.

Holidays are 25 days annually pro rata (plus statutory days).

The post is subject to a probationary period of up to 6 months.

The post-holder may be eligible for membership of the Foundation’s Pension Scheme.

**How to Apply:**

Application packs for the post can be downloaded from our website: [www.communityfoundationni.org](http://www.communityfoundationni.org) or requested by email from: [bmcnally@communityfoundationni.org](mailto:hcraig@communityfoundationni.org) or by phone on 02890 245927.

**The closing date for completed applications is 12 noon on Tuesday 28 March 2017.**

**Interviews will be held on Thursday 6 April 2017.**

Application must be signed and submitted in hard copy or may be submitted electronically if an electronic signature is included.CVs will not be accepted.

The Community Foundation for NI is an Equal Opportunities Employer