

Women's Resource and Development Agency Job Description

Title: Good Relations Worker

Location: 6 Mount Charles, Belfast BT7 1NZ

Hours: 35 per week

Salary: NJC Scale SO1 pts 29-31 £25,951. This post is part funded by Community Relations Council up to March 2018 and may be extended subject to securing further funding.

Responsible to: Director

Job Purpose:

To review existing Good Relations/Community Relations training materials. Design, adapt, develop and deliver the programmes on a regional basis.

Main Duties:

- The Worker will be responsible for the organisation, development and delivery of agreed programmes.
- Identify and recruit groups/organisations to participate in the Good Relations Programme
- The Worker will provide opportunities within and between communities to help increase contact, dialogue, sharing and integration.
- The Worker will be responsible for building cohesion within and between communities to deliver improved relationships.
- The Worker will assist in the production of and dissemination of relevant research
- The Worker will be responsible for the promotion of greater understanding and acceptance of diversity between communities, this may necessarily involve initial engagement with single identity communities leading to cross-community engagement.
- The Worker will assist in the planning and development of new programmes & projects and in the writing of funding applications.
- The Worker will ensure that reports are submitted to the funders, as required and participate in events, training and networking opportunities.
- The Worker will be responsible for achieving the outputs and outcomes set out in the project action plan for all elements of the project.
- Prepare monthly/quarterly/annual monitoring reports using stated criteria.

- Prepare work reports and attend support and supervision sessions as required.
- Work with other WRDA staff to ensure the implementation of WRDA's Strategic plan.
- Represent WRDA effectively within the Women's sector and beyond in the promotion of WRDA services.
- Work within the ethos and values of WRDA and promote the advancement of women's equality & participation in society.
- Undertake such other reasonable duties as WRDA may from time to time require.