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| Northern Ireland: Community Engagement & Events Manager | |
| **Reporting to** | Communications Director and Community Engagement Director as required |
| **Terms of employment** | Freelance, self-employed, short-term contract.  Fixed total contract value £6,000 (estimated at £200 per day for 30 days, these can be delivered in a block or spread across the dates provided below)  Start Date: Negotiable with successful applicant  End Date: 30 November 2018  Additional personal travel and expenses budget of £500 |
| **Purpose of Job** | The post is responsible for recruiting, managing and supporting community groups and volunteers participating in the Remember Together Project. The Northern Irish Manager needs to recruit the target numbers of community groups identified below and be available to support community groups across Northern Ireland during this period. |
| **Key responsibilities and accountabilities**     * Promote the Remember Together projects to a wide range of community groups including schools, sports clubs, older people’s groups, heritage groups and general community groups * Recruit a minimum of:   10 community groups for The Unremembered  7 community groups to the Tull 100  10\* community groups to RAF 100  7 community group Trailblazers  3 community groups Motherhood, Loss, in the First World War  in Northern Ireland to participate in the Remember Together project.  Outputs:   * The aim is to recruit *37* groups across Northern Ireland. These groups will be supported by an expenses scheme and Northern Ireland Home Nations Manager will have a role to oversee and provide support to their planned activities and provide a contacts list to the Project Manager of all groups applying for the expenses scheme. * Through regional networks, national press and social media we aim to engage with least 200 groups within Northern Ireland,who do not receive funding through the reimbursement scheme, but receive printed resources and support from the central community engagement team. These will not receive the same level of support as the 32 funded groups (\*plus a further 5 RAF 100 community groups) and the Home Nations Manager will lead on their recruitment with support from national communications team. * Compile Remember Together database for Northern Ireland including key contacts for project engagement and communications initiatives * Liaise with national Big Ideas team to set up meetings with key engagement partners in Northern Ireland * Provide support and advice to participating community groups. Undertaking face to face meetings with groups, providing telephone and email advice to support them in their project development and application. * Attend a range of Remember Together events in Northern Ireland and provide the BIg Ideas team with information required for the evaluation of the project. * Report regularly to the Engagement team * Provide data for evaluation purposes in terms of engagement, recruitment and impact * Provide photos, quotes, clips and other comms assets where possible (with correct media permissions in place) to the communications team * Engage and support hard to reach and diverse community groups to participate in the project through face to face meetings and ongoing support * Distribute digital resources to community groups to support participation and supply the national team with contact information to send printed resources. * Programme, coordinate and deliver a series of events and workshops - ideally incorporating one event for each of the 5 projects - to promote the programmes in Northern Ireland within an agreed budget. * Comply with the Big Ideas policies   *This is not a fully exhaustive list of duties as no job description could fully outline all the aspects of this role as the job holder may be required to carry out other duties to enable them to perform the function efficiently.*  *An induction day at Big Ideas offices in London will be coordinated with the selected candidate.* | |
| **Knowledge & qualifications/experience required**   * A strong track record of community engagement * Good project management skills * Experience of engaging diverse community groups * Volunteer management experience * Event management experience * Some knowledge of First World War history * An existing knowledge of communication channels and contacts within the country | |
| **Competencies & Key Skills**   * Communication - productive relationships with volunteers, external partners and managers. Can sustain effective communications in support of operations even when working remotely. * Personal Effectiveness - Works with a high degree of motivation and autonomy, organising the work to meet deadlines set by the Project Manager or other. * Planning and Organisational Skills * Prioritises tasks and undertakes agreed work programmes. * Is sensitive to the need to work flexibly. * A committed team worker that recognises and celebrates the contributions made by others and is willing to support other members of the team. | |
| **To Apply**   * Please send a CV and cover letter (max 2 sides of A4) detailing your suitability and experience for the post to clare.cleary[@big-ideas.org](mailto:contact@big-ideas.org) * Please include 2 referees * Please include your name and the post you are applying for in the file name. * **Deadline for applications 9am 29 June 2018** | |
| **Big Ideas is an equal opportunities employer**   |  |  |  | | --- | --- | --- | |  |  |  | | |