

Development Worker for Polish Association N.I.

Personnel specifications:

1. Qualifications: 3 A Levels or other country equivalent
2. At least 1 years experience working in a professional capacity and with a proven track record in the field of migrant worker advice services
3. Demonstrable skills & experience of working directly with minority ethnic community organisations
4. A sound working knowledge of black and ethnic minority community issues and policy issues in Northern Ireland
5. Experience of completing successful funding applications for community organisations
6. Experience of managing project budgets
7. Broad knowledge of the role of, structure of and operation of voluntary sector organisations
8. Experience of organising and delivery of a wide range of community-based activities, including training programmes and large-scale cultural activities.
9. Experience of liaison and communication with the governmental structures in Poland and understanding of up to date Polish law and policy affecting the Polish community in Northern Ireland.
10. Able to communicate effectively in English and Polish
11. Ability and experience of writing reports and other documents in English and Polish
12. Experience of undertaking and completing monitoring and evaluation processes in relation to funding secured.
13. The ability work effectively in a multi-cultural team
14. The ability to self manage multiple demands and to work in a systematic way
15. Ability to operate Windows-based packages including word processing packages
16. A demonstrable commitment to the principles of Equal Opportunities and anti-discriminatory practice
17. An understanding of impartiality and confidentiality
18. A commitment to, and an understanding of, the work of the Polish Association.