



Recruitment Pack
July 2026

We are looking for a new

**Project Coordinator –
Community, Faith &
Diversity**

Welcome from our CEO



Thank you for your interest in joining NICVA.

NICVA is the anchor organisation for Northern Ireland's voluntary and community sector. For over 80 years, we've supported organisations to operate, grow and have a stronger voice. As we move into a new five-year strategy, we are placing a stronger emphasis on how evidence and insight are used to improve services and inform policy.

This is an important time to join us.

We have recently launched an ambitious new five-year strategy that sets out how NICVA will support, develop and represent the sector in a rapidly changing political, economic and social environment. Our focus is on ensuring the sector is resilient, well-led and equipped to deliver for communities now and into the future.

Across all of our roles, we are focused on delivering high-quality work that responds to real need, supports our members effectively, and contributes to meaningful change across the sector.

You will be joining a collaborative, values-driven organisation, working with colleagues who are committed to making a difference. We are interested in people who bring strong skills, sound judgement and a practical approach to their work.

We welcome applications from candidates with relevant experience from a range of sectors, including those whose skills are transferable to our roles. We are committed to building a diverse and inclusive organisation and encourage applications from people of all backgrounds.

If you are motivated by work that has a clear purpose and impact, NICVA offers a genuinely rewarding opportunity.

I look forward to hearing from you

Best regards,

Celine McStravick,
Chief Executive, NICVA



Our Vision

A thriving voluntary and community sector at the heart of a fair, inclusive, and sustainable Northern Ireland.

Our Mission

We build skills, inspire leaders, and amplify the collective voice of the voluntary and community sector so that it is respected, valued, and equipped to shape a fairer future.

Our Values. We are...

Courageous

We take action in the face of challenges, speak up for our sector and communities, and push the boundaries to find innovative solutions for positive change.

Collaborative

We work with others across and beyond the sector, sharing expertise and embracing new ideas to help shape our work and increase our impact.

Caring

We act with empathy and kindness, treat everyone fairly, respect the insight and diversity of others and support each other to succeed.

Committed to excellence

We strive for the highest standards, using data and sector feedback to continually improve and innovate.



The Role & Benefits

Job title **Project Coordinator – Community, Faith & Diversity**

Responsible to: Director of Sector Support

Status of post: Full time (35 hours)

Salary band NICVA Grade H (NJC points 26-28, £37,280 - £39,152).
Candidates will normally be appointed at first point of scale.

Location: NICVA Offices, 61 Duncairn Gardens, Belfast, BT15 2GB.
Ability to occasionally work flexible hours and travel throughout Northern Ireland as required by the job, with working from home options

About NICVA

NICVA, the Northern Ireland Council for Voluntary Action, is a membership and representative umbrella body for the voluntary and community sector (VCS) in Northern Ireland. With over 1,500 organisations as members - ranging from household name charities to grass roots community groups - we advocate and campaign to advance the interests of the people and communities that our members support. We offer a wide range of practical services, products and support to our members to help them do what they do best - find innovative solutions for social challenges.

Role Description:

The Project Coordinator – Community, Faith & Diversity will coordinate and support the delivery of NICVA programmes and initiatives that strengthen the capacity of community, faith and diverse organisations, particularly those supporting people and communities experiencing disadvantage or exclusion.

The postholder will work collaboratively with internal teams, external partners and sector networks to plan and deliver engagement activity, capacity-building programmes, training and events. The role will also support inclusive participation across diverse communities and ensure robust monitoring, reporting and learning across funded programmes.

As part of NICVA's programme delivery team, the Project Coordinator will primarily support their designated programme while contributing to wider NICVA initiatives where appropriate to maintain continuity of delivery.

Key Relationships:

Policy & Insight colleagues, Sector Support colleagues, Faith-based community development and interfaith organisations and networks; minority ethnic and inclusion-focused organisations and representative groups; programme partners and collaborators; funders and statutory bodies.

Core responsibilities



Core Responsibilities

- Coordinate the effective delivery of programmes and initiatives, ensuring activity is aligned with agreed objectives, timelines and funding requirements.
- Support the planning and implementation of programme activity, including training events and engagement initiatives, to achieve participation and delivery targets.
- Maintain accurate programme systems and records, including CRM updates, and support robust monitoring, evaluation and reporting processes.
- Build and maintain strong working relationships with stakeholders, partners and sector organisations to support collaboration and inclusive engagement.
- Develop and coordinate engagement and training activity that responds to identified sector needs and supports capacity building across community, faith and equality organisations.
- Contribute to continuous improvement by identifying emerging needs, supporting programme development and ensuring learning informs future delivery

Specific Duties



Specific Duties

Programme Coordination & Compliance

- Coordinate delivery of NICVA programmes under the Regional Infrastructure Support Programme (RISP), including support for faith-based community development organisations and organisations representing minority ethnic and diverse communities.
- Ensure programme activity is delivered in line with agreed objectives, timelines and funder requirements.
- Maintain and update databases and contact lists of faith-based community development and equality-focused organisations to support engagement and programme delivery.
- Support inclusive participation and representation of diverse communities within NICVA's engagement activity.
- Identify emerging needs within faith-based community development and equality-focused organisations and contribute to the development of responsive support initiatives.
- Provide coordination support across related NICVA programmes where appropriate to maintain continuity of delivery.
- Support organisations to identify development needs and contribute to the coordination of tailored support and capacity-building activities.
- Contribute to the development and implementation of engagement or support plans aligned to programme objectives and identified organisational needs.

Programme Delivery & Project Coordination

- Support the planning and delivery of programme activities, ensuring agreed outputs, timelines and participation targets are achieved.
- Maintain accurate programme records and ensure timely updates to NICVA's CRM system.
- Collect, record and analyse programme data to support monitoring, evaluation and reporting requirements.
- Prepare progress updates, monitoring information and evaluation reports for internal use and external funders.
- Work collaboratively with colleagues and partners to gather information required for programme reporting.
- Support the identification of learning and insights from programme activity to inform programme improvement and organisational planning.

Events, Training & Engagement Coordination

- Organise and support the Community Faiths Forum, including providing secretariat support and facilitating engagement between participating organisations.
- Develop and coordinate annual engagement and training plans aligned to programme priorities and sector needs.
- Plan and coordinate training sessions, support sessions, seminars, workshops and networking events that support the development of community, faith and equality organisations.
- Develop and maintain programme engagement calendars to ensure a structured and coordinated schedule of activity.

- Organise and support sector forums, networks and working groups, including providing secretariat support where required.
- Lead on practical arrangements for events and training activity, including sourcing venues, coordinating speakers or facilitators, managing registrations and overseeing event logistics.
- Work with NICVA's Communications team to promote programme activities through digital channels, campaigns and targeted outreach.
- Monitor participation and engagement levels across programme activities and take proactive steps to maintain recruitment, participation and completion targets where applicable.
- Facilitate networking and collaboration between faith-based organisations, diverse communities and the wider voluntary and community sector.
- Coordinate support sessions, learning events and engagement opportunities that strengthen organisational development and shared learning.
- Support the inclusion and representation of diverse voices within NICVA's engagement activity and programme design.
- Support engagement with minority ethnic and diverse communities through relevant programme activity and partnership working.
- Represent NICVA at meetings, forums and events where required, promoting NICVA's work and supporting sector engagement.

Other Duties

Stakeholder Engagement & Collaboration

- Participate and actively contribute to all meetings, including senior leadership team, executive committee and external meetings representing NICVA.
- Liaise with legal advisors as required.
- Comply with all NICVA staff policies and procedures including Equal Opportunities and Dignity at Work policies and procedures.
- Complete all mandatory training and adhere to Health & Safety at Work practices and Fire Safety guidelines.
- Contribute to the promotion of NICVA; engaging in NICVA's mission, role modelling NICVA values and striving to achieve NICVA goals.
- Contribute to the evaluation, planning and organisation of major events in conjunction with other NICVA Staff.
- Undertake such other duties as NICVA may from time to time reasonably require.
- Build and maintain effective working relationships with community, faith-based community development and inclusion-focused organisations, networks and partners to support collaboration, shared learning and effective programme delivery
- Build relationships with organisations and stakeholders to support collaboration, participation and shared learning across programme activity.
- Work collaboratively with NICVA colleagues and external stakeholders to ensure coordinated delivery of programmes and initiatives.

Person Specification

Essential Criteria

Applicants must, by the closing date of applications, have:

A degree (or equivalent level qualification) in a relevant discipline (e.g. Community Development, Social Policy, Project Management, or similar) and at least three years' relevant work experience, in the following areas:

- a) Coordinating or supporting the delivery of programmes or projects, including planning activity, managing timelines and ensuring objectives are achieved.
- b) Organising and delivering events, training sessions or engagement activities involving multiple stakeholders.
- c) Working with voluntary, community, faith-based community development or minority ethnic organisations, including identifying needs and supporting engagement or capacity-building activity.
- d) Building and maintaining effective working relationships with a range of stakeholders, including partners, networks and external organisations.
- e) Maintaining accurate records and using systems (e.g. CRM or equivalent) to support programme delivery, monitoring and reporting.
- f) Collecting and using data to support monitoring, evaluation and reporting, including contributing to programme learning and improvement.
- g) Using Microsoft Office and other digital tools to support coordination, communication and administration of programme activity.

OR

A minimum of 5 years' experience in each of a) – g) above.

Desirable Criteria

- Knowledge and understanding of faith-based community development organisations and their role in supporting communities across Northern Ireland.
- Experience working with faith-based community development, interfaith, minority ethnic or inclusion-focused organisations.
- Knowledge or understanding of equality, diversity and inclusion within community or voluntary sector settings.
- Experience using digital platforms, social media or communications tools to support engagement or promote activity.
- Experience supporting capacity-building initiatives within communities.

How to apply

Closing Date for Receipt of Applications: Friday 31 July 2026 at 5pm

Applicants may apply using either the online application process or by completing and submitting a paper application form.

Option 1: Apply Online (Preferred)

Complete the online Application Form and Equal Opportunities Monitoring Form using the links below:

[Online Application Form](#) [Equal Opportunities Monitoring Form](#)

Please ensure both forms are completed before the closing date.

Option 2: Apply Using a Paper Application Form

Complete all sections of the attached Application Form and Equal Opportunities Monitoring Form and return them to NICVA by either:

Email: monitoringofficer@nicva.org

Post:

The Monitoring Officer

NICVA

61 Duncairn Gardens

Belfast

BT15 2GB

Under Fair Employment legislation, we are required to monitor the community background and gender of those applying for jobs. You must therefore complete the equal opportunities monitoring section of the application form when applying for the post.

NICVA is a member of Employers for Disability NI and for our recruitment, we have committed to: ensuring our recruitment process is inclusive and accessible; communicating and promoting vacancies; offering an interview to disabled people who meet the essential criteria for the job (the Guaranteed Interview Scheme); and anticipating and providing reasonable adjustments as required.

We support applicants with disabilities or those with a long-term impairment or health condition, that is expected to last for at least 12 months. If you have a disability and / or require a reasonable adjustment to assist you to participate in the recruitment process it is therefore important that you include all relevant information in your application form.

If you require more information on the recruitment process, or you require information in an alternative format, please contact the Monitoring Officer at monitoringofficer@nicva.org

Further information

To find out more about working at NICVA, go to www.nicva.org/jobs.



About NICVA

We believe the voluntary and community sector is a force for good. That's why we do everything we can to empower it.

NICVA is the umbrella representative organisation for the voluntary and community sector in Northern Ireland with a membership of over 1,500 organisations. We represent our sector to government, other sectors and a range of strategic stakeholders.

We give our sector wide-ranging practical advice, support and leadership and management training in everything from HR, finance and fundraising to governance and risk.

Simply put, as well as being the voice of the sector and its most passionate advocate, we're also the one-stop-shop for everything the voluntary and community sector in Northern Ireland needs to operate, develop and grow.



Our vision, mission and values ↓



New to the Voluntary and Community Sector?

Don't let that put you off from applying!

Our people are one of NICVA's greatest strengths. We have colleagues from a wide range of professional backgrounds, bringing experience from the voluntary and community sector, public sector, private sector, commercial organisations and academia.

We know that joining a new organisation can feel daunting, particularly if you are moving into a new sector or a different type of role. That's why we are committed to providing a supportive, welcoming environment where colleagues can learn, grow and succeed.

Whether you are an experienced sector professional or bringing transferable skills from another field, we value the contribution you can make. We are committed to helping our people develop their knowledge, build their skills and reach their full potential while contributing to NICVA's mission and values.

Registered office:
61 Duncairn Gardens, Belfast BT15 2GB
T: 028 9087 7777

NICVA is the Northern Ireland Council for Voluntary Action, registered as a company limited by guarantee in Northern Ireland No. NI001792 and a registered charity NIC100012

nicva.org

