**Candidate Information Pack**

**For the Position of Head of Communications**

**Closing date for receipt of completed applications:**

**12 noon, Thursday 25 August 2022**

**Link to NICVA website**

**IMPORTANT INFORMATION FOR APPLICANTS**

Dear Applicant

Thank you for your interest in the post of **Head of Communications.**  Please read all the information you find in this pack as follows:

* + NICVA’s Vision Mission and Values statement
  + NICVA’s Key strategic goals
  + NICVA’s Equal Opportunities Policy Statement
  + Job Application Form and Monitoring form.
  + A Job Description and Personnel Specification including information on **how each criterion will be assessed** throughout the recruitment and selection process.

**Job Application Form**

NICVA requires that **all** sections of the Job Application Form are completed in full. This includes the completion of the Monitoring questionnaire.

If you write in any section of the Job Application Form “*see attached sheet or CV”,* or if you send a CV in place of a Job Application Form, we shall, with regret, be unable to consider these as valid applications. You may, however, attach continuation sheets if necessary.

We request the monitoring information to help NICVA promote equality of opportunity in employment. Our recruitment policy operates on the merit principle, i.e. we select the best person for the job regardless of religious or other beliefs.

We would like you to know that:

* only the Job Application Form is considered by the Recruitment Panel, who short-list and interview for vacancies;
* the Monitoring Questionnaire is retained by our Monitoring Officer for compiling statistical information;
* this procedure is approved by the Trade Union recognised by NICVA, SIPTU.

Desirable criteria may be used by the panel for shortlisting purposes if required.

**DISABILITY** If your disability precludes you from completing this form or from any part of the selection process contact Human Resources for alternative arrangements and/or reasonable adjustments to be made.

The successful candidate will be required to provide documentation to support his/her claim that they are entitled to work in the UK. This is required under Section 8 of the Asylum & Immigration Act 1996, the law for all UK employers on preventing the employment of illegal workers.

Completed applications should be sent by **noon on 25 August 2022** to [monitoringofficer@nicva.org](mailto:monitoringofficer@nicva.org) or delivered to the Monitoring Officer, NICVA, 61 Duncairn Gardens, Belfast, BT15 2GB.

# Thank you**Who we are**

NICVA, the Northern Ireland Council for Voluntary Action, is a membership and representative umbrella body for the voluntary and community sector in Northern Ireland.

With over one thousand members - that range from household name charities to grass roots community groups - we lobby 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.

We are a membership organisation. Our members elect representatives to the NICVA Executive Committee who are responsible for the governance and strategic direction of the organisation.

# **What we do**

We develop [practical resources,](http://www.nicva.org/resources) and provide support and training for our members, alongside influencing the big policy issues on a range of areas and issues including:

* [Governance](http://www.nicva.org/topics/governance) & Charity Law
* [Fundraising](http://www.nicva.org/topics/funding)
* Leadership and Management
* Organisational Development
* [Research](http://www.nicva.org/services/research)
* Policy & Public Affairs

# **Our Vision, Mission & Values**

**Vision**

Our Vision is of a fair and equal society.

**Mission**

Our Mission is to provide support and leadership to create an effective vibrant voluntary and community sector.

**Values**

1. NICVA is committed to equality, justice and promoting diversity and opposes discrimination of any sort.
2. NICVA is committed to positive social change to address poverty and exclusion.
3. NICVA is committed to partnership working and adopts a community development approach.
4. NICVA values its staff and volunteers as the key resource of the organisation.
5. NICVA is committed to pursuing social, environmental and economic sustainability.
6. NICVA is an independent organisation and is non-party political.
7. NICVA strives for excellence in all that it does in order to provide high quality services.
8. NICVA conducts its business in an open, honest, transparent and accountable way to its members and stakeholders.

# **Our strategic goals**

Four strategic goals will determine our programmes of work over the next five years. Our commitment to embedding impact practice in our work will provide a framework by which we can judge our success in their delivery. Each goal is supported by a series of outcomes which specifies the changes we want to see, our priorities for the next five years and how we will achieve them. The priorities identified against the goals are not exhaustive and are likely to evolve as the context changes. Our strategy is underpinned by our Vision Mission and Values which drives all that we do.

**Goal 1 Support**: Helping the VCS to innovate**,** develop and improve to meet the needs of the communities it serves.

We will do this by:

* Providing high quality, diverse, learning and development opportunities.
* Providing relevant information, guidance, advice, and resources.
* Supporting innovation and change.

**Goal 2 Influence**: Helping the VCS to influence policy.

We will do this by:

* Advocating strongly for the contribution of the VCS in NI.
* Provide the VCS with opportunities to engage with policymakers and influence policy.

**Goal 3 Develop:** Helping the VCS consolidate and develop the use of Data, Digital and

Technology.

We will do this by:

* Developing Digital and Data products to support VCS activities and engagement.

**Goal 4 Invest:**  Ensuring continuous improvement to provide the best service to our members.

We will do this by:

* Supporting excellent governance arrangements.
* Supporting and developing a flexible workforce.
* Continuous development of digital systems and processes.
* Sustaining resources and seeking opportunities to diversify our funding mix.

**Summary benefits – Working for NICVA**

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| --- | --- |
| **Leave** | 25 days holidays per year increasing 1 day per year after 5 years’ service up to 30 days.  11 public/bank holidays (extra 1 for 2022).  Holiday purchase scheme up to 5 days per year.  18 weeks full paid maternity pay plus extended unpaid leave up to one year  2 weeks full pay for paternity leave.  Company sick pay (based on length of service commencing as one month full pay, one month half pay during first year rising to 6 months’ full pay, 6 months’ half pay. |
| **Financial** | Incremental pay bands in line with NJC payscales including annual cost of living increases.  5% pension contribution  3 x death in service benefit from day 1. |
| **Health & Wellbeing** | Health & Wellbeing Programme  Access to Employee Assistant Programme (paid by NICVA)  Access to BHSF corporate health plan.  Access to childcare voucher scheme.  Annual NI Chest Heart and Stroke health check (paid by NICVA.)  Paid for eye tests every 2 years. |
| **Other** | Training & Development Policy.  Flexible working policy and blended working in place. |

**NICVA Equal Opportunities Policy statement**

NICVA is an Equal Opportunities Employer and as such NICVA management will rigorously observe the principles and actively pursue the objectives set out in the discharge of their responsibilities so that this policy is fully implemented. It is our policy to provide employment equality to all, irrespective of:

* Gender (including persons who intend to undergo, are undergoing or have undergone gender reassignment)
* Pregnancy or Maternity Leave
* Marital status or Civil Partnership or family status
* Religious belief
* Political opinion
* Race (including colour, nationality, ethnic or national origins, being an Irish Traveller)
* Disability
* Sexual orientation
* Age
* Having or not having dependents

NICVA is opposed to all forms of unlawful and unfair discrimination. All full-time and part-time employees and job applicants (actual or potential) will be treated fairly and selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

Our Equal Opportunities Policy will help all employees to develop their full potential and the talents and resources of the workforce will be fully used to maximise the efficiency of the organisation. We are committed to:

* Promoting a good and harmonious working environment in which all persons are treated with respect and dignity.
* Preventing any form of direct or indirect discrimination or victimisation.
* Promoting equal opportunities for women and men.
* Securing fair participation for Catholics and Protestants.
* Promoting equal opportunities for people with disabilities.
* Promoting equal opportunities for the beliefs of all individuals.
* Promoting equal opportunities for ethnic minorities.
* Promoting equal opportunities for people of different sexual orientation.
* Promoting a good and harmonious working environment where all men and women are treated with respect and dignity and in which no form of intimidation or harassment will be tolerated.
* Fulfilling all legal obligations under the relevant legislation and associated Codes of Practice.
* Taking any necessary positive/affirmative action.

Any act which contravenes the equal opportunities policy and practice will be regarded as gross misconduct and could lead to disciplinary action including dismissal being taken against an employee in breach of the procedure.

**Your right to privacy:**

NICVA is committed to protecting the privacy of all of our job applicants and we uphold high standards in information security and transparency. We protect your personal information and rights in accordance with accepted standards of best practice and our own policies.

We use your information in order to shortlist and assess candidates, and to satisfy legal requirements, as part of the recruitment process. This is outlined in the NICVA Staff Privacy Notice, which can be found at <http://www.nicva.org/staff-privacy-notice>.

Application information is held for 6 months from the end of the recruitment process for unsuccessful candidates. If you are successful, all of your application information forms part of your personnel file and is held and used by us to manage the ongoing employment relationship.

Equal opportunities monitoring information is kept for 3 years from application to satisfy legal requirements in the case of unsuccessful candidates, and 3 years from the end of employment for successful appointees.

By submitting an application form to us, your information will be processed as outlined in the Staff Privacy Notice.

**IN CONFIDENCE**

## NORTHERN IRELAND COUNCIL FOR VOLUNTARY ACTION

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| **POST: Head of Communications**  **APPLICATION REF NO: HOC’22**  **CLOSING DATE: noon 25 August 2022** |

**Please complete all sections of this application using black ink or typescript.**

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| PERSONAL PARTICULARS |
| Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Telephone Number for contact: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_  Email address for contact: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ |

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| EDUCATION Please do not include dates. | |  | |
| Subjects passed at ‘O’ Level/GCSE (Equivalent) | | Subjects passed at ‘A’ Level/GCSE (Equivalent) | |
| Degrees or diplomas and institutions attended | | | |
| PROFESSIONAL QUALIFICATIONS | | | |
| Name of professional body or bodies | (i) By Examination  and Result | | (ii) By Election |

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| **PRESENT EMPLOYMENT (if any)** |
| Name and Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  of employer  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **(*Please state if this is your present or last employer*)**  Post Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dates of employment: From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Duties of Post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Appointed: \_\_\_\_\_\_\_\_\_\_ Present Salary: \_\_\_\_\_\_\_\_\_ Period of Notice: \_\_\_\_\_\_\_\_\_\_\_ |
| VOLUNTARY SERVICE OR COMMUNITY WORK |
| Please give details of any voluntary service or community work that you have undertaken on an unpaid voluntary basis. |

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| WORK EXPERIENCE |
| Please list, starting with the latest, any previous positions you have held which are relevant to the application, with the name of the organisation and a brief description of duties and relevant dates. |

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| RELEVANT EXPERIENCE TO THIS POST |
| **Important guidance information for completion of this form:**  Drawing upon all of your experience from work or on a voluntary basis and using the Person Specification, consider how your skills, experience and abilities relate to each criterion for this post.  In responding to the criteria below, it is essential that you **describe fully** how and to what extent you meet the experience sought by providing clear information and examples. In response to each criterion which requires experience of a certain length, **you must specify the job role, organisation name and relevant dates** of the experience gained.  It is not appropriate to simply list various posts you have held with no examples or descriptions of the experience gained as the **selection panel will not make assumptions on job titles or the nature of the organisation as to the experience gained.** Short listing for this post will be undertaken using only the information you have provided in response to each criteria below.   |  | | --- | | **You are required to respond to each criterion below in no more than 250 words.**  ***Please remember it is the quality of the examples given along with precise details of where and when the experience was gained which matter, not the length of the response.*** |   **Experience**  **Essential:**   1. A minimum of three years’ experience of leading on the delivery of a Communications strategy, with responsibility for:    * Strengthening and promoting the profile of an organisation (or equivalent)    * Creating and delivering a media strategy using a broad range of resources including producing press releases and working with the media    * Creating and managing a wide range of content (written, audio, digital) to support communications activities    * Provision of a high-quality information service to a range of end users. 2. A relevant third level qualification (Degree or equivalent level qualification) in Communications, PR, Marketing or other relevant business discipline. Alternatively, five years’ experience in communications role/roles. 3. Proficient in the use of desktop applications such as Microsoft office, in addition to a broad range of social media platforms and content management of websites.   **Desirable:**   1. Minimum of two years’ direct line management experience. 2. Two years’ experience of website management including the management of external suppliers. 3. An understanding of regulatory frameworks associated with Cyber Essentials Plus accreditation and GDPR regulation. 4. Experience of working within the voluntary and community sector. 5. Membership of CIM or CIPR.   **Skills and Competencies**  **Essential:**   1. Excellent organisational skills to include the ability to meet a variety of deadlines and manage a diverse workload. 2. Excellent oral, written and presentation communication skills and the ability to adjust the style and content to meet needs as appropriate. 3. Ability to build and manage excellent working relationships with key stakeholders.   **Interest and knowledge**  **Essential:**   1. An interest and understanding of the voluntary and community sector in Northern Ireland.     **Other requirements**  **Essential:**   1. Ability to work within the mission, vision and values of NICVA.   2. Ability to occasionally work flexible hours and travel throughout Northern Ireland as required by the job.  3. Committed to NICVA’s Equal Opportunities Policy.  **Legal**  **Essential:**   1. To ensure the appropriate business car insurance is in place if the successful candidate claims mileage expenses and uses their own vehicle for work purposes. |
| REFEREES |
| All offers of employment are subject to receipt of two satisfactory written references, one of whom should be your current employer/or most recent employer/s. In some instances and with prior agreement, we may accept an academic reference or a reference gained in a voluntary capacity. These referees may be approached if you are shortlisted for interview, unless you specify otherwise.  1 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Eligibility to work in the UK**  Are you eligible to work in the UK? YES □ NO □  You will be required to provide documentation to support this claim (under Section 8 of the Asylum and Immigration Act 1996) if offered the post. |
| **EQUAL OPPORTUNITIES:**  I confirm that I have read and understood NICVA’s Equal Opportunities Policy: YES □ NO □  You will be required to adhere to NICVA’s Equal Opportunities policy if appointed to the role. |
| **DECLARATION:** I declare that the information set forth in this application form is, to the best of my knowledge, true and complete.    **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **PLEASE RETURN TO:**  [**monitoringofficer@nicva.org**](mailto:monitoringofficer@nicva.org) **or post to**  **THE MONITORING OFFICER**  **NICVA 61 DUNCAIRN GARDENS**  **BELFAST BT15 2GB** |

**NICVA’S EQUAL OPPORTUNITIES MONITORING FORM**

**IN STRICTEST CONFIDENCE**

Ref no:\_\_\_\_\_\_\_\_\_\_\_\_

1 Community Background

I am a member of the Protestant Community □

I am a member of the Catholic Community □

I am a member of neither the Protestant or the Catholic Community □

Please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2 Gender

I am FEMALE □ MALE □

3 Marital Status / Civil Partnership Status

Are you married or in a civil partnership?

YES □ NO □

4 Disability

In line with the Disability Discrimination Act 1995, a disability is defined as “a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities”. Having read this definition do you consider yourself to have a disability?

YES □ NO □

5 Age Band

16-20 □ 21-30 □ 31-40 □ 41-50 □ 51-60 □ 61-65 □ 65 + □

6 Cultural / Ethnic Origin

Chinese □ Traveller □

Indian □ Black/African – Caribbean □

Pakistani □ White □

Asian Others □ Other □

(please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7 Other Information

To monitor the effectiveness of our advertising please indicate where you saw this position advertised:

NICVA website □

Communityni Website □

Belfast Telegraph □

NIJobfinder Website □

Jobs and Benefits Office □

NIjobs □

Social Media □

Other □

If Other, state where: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_