

Candidate Information

| | |
|------------------------------------|--|
| Position: | FSNI Future Foundations Development Officer |
| School/Department: | School of Arts, English and Languages |
| Reference: | 25/112424 |
| Closing Date: | Monday 3 March 2025 |
| Salary: | £37,841 - £45,148 per annum (0.6FTE pro-rata). |
| Anticipated Interview Date: | Friday 14 March 2025 |
| Duration: | Part time (0.6 FTE) - 17 months |

JOB PURPOSE:

This post is funded through FutureScreenNI in support of the creative industries in Northern Ireland. The post holder will work as part of a team to lead and manage the development of mentoring and skills development programmes that will enhance the careers of creative practitioners in Northern Ireland. Much of the work will be focused on creating and managing general and bespoke personal and professional development training programmes. This will include developing new bespoke employability programmes and developing relationships with local, national, and international partners to identify opportunities for practitioners to extend the reach of their work.

MAJOR DUTIES:

1. Building on previous FutureFoundations work, develop and establish a comprehensive, region-wide mentoring programme which engages mentors and mentees and which provides structured engagement between mentors and mentees.
2. To nurture and enhance relationships with new mentors and organisations within the Creative Industries sector and to engage with partners and stakeholders to identify skills provision opportunities and support.
3. To liaise with stakeholders to facilitate, design and coordinate face to face and online interactions via events, masterclasses, and one-to-one activities and participate as speaker or moderator as required.
4. To support the wider FSNI Team to ensure maximum alignment between the FutureFoundation team and other FSNI activities such as bespoke youth programmes which are open to the creative industries sector in Northern Ireland.
5. To assess and review the mentoring needs of participants as the programme develops.
6. Create and maintain a detailed management framework, tracking the engagement of mentors and mentees and the outcomes from the programme each quarter providing Performance Indicator data (KPI) and input into performance reports as required.
7. Managing the overall budget for FutureFoundation as well as oversight of the individual payments to participants and partners involved in the delivery of the programme.
8. Willingness to work irregular hours on occasion, and to work flexibly and able to travel in the UK, Ireland and abroad.

ESSENTIAL CRITERIA:

1. Educated to degree level, or equivalent qualification.
2. A minimum of 3 years' relevant experience of client-facing service including:
 - a. Relevant recent experience in identifying and managing programmes and opportunities that improve and develop employability and skills; OR,
 - b. Facilitating career and/or employability/personal development; OR,
 - c. Facilitating employer engagement.
3. Experience of managing information resources to provide high quality services to a diverse client base; 4.
4. Experience of analysing complex information and contributing towards decision-making.
5. Hands-on experience in the organisation and delivery of events.
6. A comprehensive knowledge and understanding of the rapidly changing operation and culture of the Creative Industries and, in particular, of developments in support for Employability and Skills.
7. Exceptional IT skills with strong knowledge of Microsoft Office suite (e.g., Excel, Word, PowerPoint).
8. Excellent oral and written communication skills with proven ability to produce clear and concise written material.

9. Ability to work independently as a proactive self-starter – prioritising and managing own workload in order to focus on delivering outcomes and meet tight project deadlines.
10. Ability to respond to change, adapt to new challenges and handle difficult situations in a calm and diplomatic way, whilst delivering high levels of customer service.
11. Ability to work as a team player and be able to negotiate and consult with those engaged internally and externally.

DESIRABLE CRITERIA:

1. Experience of Creative Industries sector.
2. Experience of delivering client facing services within the Creative Industries.
3. Experience as a practitioner within the Creative Industries.
4. Experience of using a project management tool such as Microsoft Project to organise and deliver a wide range of programme and projects within a tight timescale.

ADDITIONAL INFORMATION:

Informal enquiries can be directed to: Eilis Phillips - Eilis.Phillips@qub.ac.uk