



The NI Rural Development Council (RDC) is seeking enthusiastic and progressive individuals for the following vacancies to be part of a committed team delivering the "Building Relationships In Communities Programme" (BRIC). The programme is part-funded by the EU PEACE III Programme and is managed through a unique partnership of the RDC, the Housing Executive (NIHE) and Tides Training and seeks to empower NIHE staff to help create synergies between communities and promote sharing within the highly segregated social housing market.

## Good Relations Officer

**Based: Belfast**

**Salary circa £25,000**

**Fixed term to 30th June 2014**

The Good Relations Officer will assist in delivering the Building Relationships in Communities Programme (BRIC), and help develop the necessary components to sustain new shared neighbourhoods in Northern Ireland.

### Applicants must have:

- A relevant third level qualification or 4 years relevant experience.
- 3 years experience in community development, engagement, consultation and community relations.
- 3 years experience of implementation and management of a good relations programme, facilitation skills, and experience of working with external agencies.
- A demonstrable knowledge of good relations government legislation and excellent interpersonal skills with the ability to facilitate focus groups.
- Access to transport is essential.

## Administrator

**Based: Belfast**

**Salary circa £15,000**

**Fixed term to 30th June 2014**

The Administrator will provide a full administrative service and assist in the continuing development of administrative structures and procedures necessary to ensure the efficient and effective implementation of the programme.

### Applicants must have:

- 5 GCSE's including English and Maths at grade C or above (or equivalent qualifications), or 2 years relevant experience.
- 1 years relevant experience involving general administrative duties, diary management, arranging meetings, implementing and maintaining filing systems, preparation of reports and procurement of goods and services.
- A demonstrable ability to work on own initiative and to plan work to meet targets.
- High level of ICT literacy (including Microsoft Office) .
- Access to transport is essential.

The RDC reserves the right to only interview those candidates who appear from the information provided to be best suited for the post.

**Application packs can be downloaded from the RDC website:**

**[www.rdc.org.uk](http://www.rdc.org.uk) or can be obtained from; Rosie McCaul**

**Tel: 028 8676 6980 or email [rmccaul@rdc.org.uk](mailto:rmccaul@rdc.org.uk) or can be requested by letter to RDC, 17 Loy St, Cookstown, Co Tyrone. BT80 8PZ.**

The closing date for applications is Friday 26th November at 5pm.

Candidates should be available for interview during the week commencing 6th December 2010.

This recruitment exercise may place suitable candidates on a reserve list for future positions that may become available in the next 6 months.

The RDC Supports the Principles of Equality of Opportunity and welcomes applications from all sectors of the community.

The Special EU Programmes Body is the managing Authority for the European Union's PEACE III Programme. This post is part funded by the EU PEACE III Programme.



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