



Recruitment Pack

Director of Policy, Public Affairs and Communications

August 2025

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1. Introduction

We are delighted that you are interested in applying for the Director of Policy, Public Affairs and Communications role with the Community Foundation for NI.

Since we were established in 1979, we have awarded millions of pounds in grant funding to local charities and community groups. We have also developed numerous programmes to support local communities build their capacity and sustainability. We have encouraged local philanthropy and facilitated donors with their giving, working in partnership with a range of donors, trusts, foundations and government to improve the lives of people in NI.

We are a great employer and hope that you will get a picture of what it would be like to work for the Foundation, through this pack.

We will be delighted to receive your completed application by the closing date of **12.00 noon on Wednesday 13th August 2025.**

Yours sincerely

Róisín Wood

Chief Executive



About Community Foundation for NI

2.1 Background

The Community Foundation for NI is a local, independent charitable trust that provides grants and support to local communities in Northern Ireland.

We have offices in Belfast and Derry-Londonderry, although since Covid, we have operated a hybrid working policy for all staff.

We dedicated a lot of time in 2022/23 developing our new strategy, covering the three years from April 2023 to March 2026. As part of this process, we changed our mission, vision, values and behaviours.

2.2 Vision

Our vision is a fair and equitable society for everyone.

2.3 Mission

Our mission is working hand in hand with communities to build a better future.

2.4 Strategic Priorities

Over the next 3 years we will focus on:

- Engaging and supporting communities;
- Driving Equity, Diversity and Inclusion;
- Improving Well-being

2.5 Values

Ambitious	<p>Having or showing a strong desire and determination to succeed. Not doing more but doing it smarter and better in a way that puts all communities at the heart of our work.</p> <p><i>'Success is peace of mind which is a direct result of self-satisfaction in knowing you did your best to become the best you are capable of becoming'</i></p> <p>John R Wooden</p>
Passionate	<p>Having or showing great excitement and interest – in our work, our communities, our team and our impact on Northern Ireland society.</p> <p><i>'What lies behind us and what lies before us are tiny matters compared to what lies within us'</i></p> <p>Ralph Waldo Emerson</p>
Integrity	<p>Adherence to moral and ethical principles.</p> <p><i>'It takes courage to create a meaningful life of integrity. It also requires good company. And practice'</i></p> <p>Shelly Francis</p>

2.6 Behaviours

Active listening:	Non-judgmental:	Collaborative:
listen, be attentive, reflect, clarify, don't interrupt	engaging without judgement, criticism or personal bias	working positively together towards a shared goal

We support our staff and Trustees to live our values and behaviours and work together to improve the lives of people in Northern Ireland.

3. Why work for us?

The Community Foundation's aim is to be the best charity to work for in Northern Ireland. We feel we have a great staff team. We treat our staff well, providing excellent salaries and benefits, prioritising staff health and wellbeing, encouraging hybrid working and supporting staff development and growth.

For more details on Employee Benefits, please see Section 9.

4. Job Description

Job Title:	Director of Policy, Public Affairs and Communications
Responsible to:	Chief Executive
Hours:	35 per week – the post holder will be expected to work flexibly to meet the needs of the post – regular evening/weekend work will be required
Salary:	NJC Scale Points 51-54 (£61,858-65,344)
Duration:	Permanent
Location:	The Foundation currently has a hybrid working approach and therefore your place of work will include both the office location and home-based working.

The Community Foundation for Northern Ireland is an agent for social change through its independent grant making. Our vision is for a fair and equitable society for everyone, working hand in hand with communities to build a better future. We are very passionate and ambitious about what we do, and we act with integrity.

Summary

This position is an exciting role for the Foundation and has been designed to help not only deliver our strategy but also to support the Foundation build its policy profile and influence. The Director of Policy, Public Affairs and Communications will work closely with the CEO and the Senior Management Team (SMT) to share the impact of our work to help deliver key strategic policy areas.

A focus of the role is to use the Foundation's knowledge and relationships to support and promote transformative innovative funding and solutions that will address serious challenges within NI communities.

As a member of the Senior Management Team, the Director of Policy, Public Affairs and Communications is highly involved in the development and implementation of Policy and Public Affairs and Communications and will act as an external representative of the Community Foundation to the wider stakeholder audiences.

Main Responsibilities

Organisational Development

- Work collaboratively with the SMT and CEO, sharing knowledge and expertise to provide leadership, contribute to and influence the strategic direction of the organisation, whilst maintaining the ethos and values of the Foundation
- Develop partnership working across the private, public and third sectors to support strategic aims.
- Support the broader work of the organisation, including communications, digital content and events.
- Manage your expenditure budget efficiently and accurately

Public Affairs and Policy

- Identify and influence key issues for the Community Foundation in respect to policy, regulation, legislation and the wider policy and operating environment
- Prepare, clear and submit consultation responses and position statements.
- Influence relevant legislation – e.g. produce briefings, draft suggested legislative amendments, and work with coalitions to secure successful outcomes.
- Support and develop key campaigns by providing research and analysis to support the delivery of the organisation's policy priorities
- Obtain and evaluate information about sector trends, threats and opportunities, and use these to ensure the organisation meets its goals.
- Work closely and collaboratively with the NI Executive and the NICS in developing creative and innovation problem solving to support social change.
- Establish, promote and maintain relationships with policy contacts in partner organisations and political parties to align strategic objectives
- Represent the Foundation on policy working groups and forums related to the organisation's strategic and policy priorities
- Drive the positioning of the Foundation's policy work, so that we consult with, and take on board the diverse views of our grantees and communities, while developing positions that achieve progress and forward our strategy
- Develop, execute, and evaluate successful policy and communications strategies to influence change
- Develop practical tools and resources on policy and practice so that the Foundation is recognised as the 'go-to' place for advice and information

- Ensure that the Foundation is connected with and informed by the work of respected experts that develops excellent practice and engages ourselves, with different ideas, voices and organisations
- Commission and publish strong research and evidence bases which advances the Foundation's policy, practice and influencing work
- Support the Grants and Fund Development and the Programmes teams in identifying opportunities for future investment, based on policy insights and strategic alignment
- Work with and report to the Board and Policy and Public Affairs Committee on strategy and operations
- Support the CEO, trustees and SMT to identify practice to policy, using technology, funding and programme insights, and expert analysis
- Track and measure the impact of policy initiatives

Communications

- Provide strategic leadership and day-to-day management of the Communications team to deliver high-quality, consistent, and impactful messaging across all platforms
- Set clear objectives, monitor performance, and support professional development to ensure team members are motivated, skilled, and aligned with organisational goals
- Oversee the planning and execution of communications campaigns, ensuring alignment with the Foundation's strategic priorities and values
- Work collaboratively with colleagues across departments to ensure the integration of communications into programme delivery, policy, public affairs, and grant making
- Lead the development and continuous improvement of the Foundation's website, digital channels, and media presence, including crisis communications and reputational risk management
- Increase the reach and visibility of the Foundation's work through strategic use of social media, traditional media, and the website.

- Cultivate relationships with media, key influencers, and sector stakeholders to enhance the Foundation's visibility and influence
- Monitor and evaluate communications performance using analytics, and feedback making data-informed improvements

Other:

You will also be expected to:

- ✘ Attend training courses and events as required and share learning with other staff and the trustees, as relevant
- ✘ Contribute towards other aspects of the Foundation's work as required. As this is a senior post there will be the expectation and opportunity for you to be involved across many areas of the Foundation's work

General:

All staff are required to:

- ✘ Carry out their work in accordance with the organisational values and ensure that their behaviours are in keeping with our values
- ✘ Be aware of, understand and comply with all of the Foundation's policies and procedures
- ✘ Manage their workload effectively while ensuring the efficient use of office resources and in particular Microsoft Office and the Foundation's database, Salesforce
- ✘ Maintain at all times the confidentiality of information received
- ✘ Carry out such other appropriate tasks and work as requested
- ✘ Attend and participate in staff meetings, team meetings and relevant training

This Job Description is not intended to comprehensively list the responsibilities of the post, but to indicate the main areas which at this stage appear to be the essential requirements of the post.

5. Person Specification

	ESSENTIAL CRITERIA
EXPERIENCE	<p>Demonstrable experience in a senior-level role where you have:</p> <ul style="list-style-type: none"> (i) Led or significantly contributed to the development and delivery of policy, public affairs, or regulatory strategies that have influenced change. (ii) Influenced policy change within a policy or regulatory environment. (iii) Successfully led, commissioned and published research to inform strategy or influence policy. (iv) Worked collaboratively with communications teams to develop both pro and reactive media relations to support the overall strategy. (v) Built and maintained strong relationships with staff and key stakeholders (both internal and external). (vi) Managed budgets effectively. (vii) Navigated political and social environments with diplomacy and integrity.
KNOWLEDGE/ SKILLS	<p>Knowledge of and relationships within the NICS and the Executive</p> <p>Knowledge of the community and voluntary sector and the current issues that the sector is facing, particularly in Northern Ireland</p> <p>Creative thinker with a collaborative and adaptable leadership style.</p> <p>The ability to analyse legislation and policy to frame and position the organisation</p> <p>Understanding of the contexts, structures and levers for local influencing to achieve change</p> <p>Excellent analytical and problem-solving skills</p>

	<p>Excellent communication skills including the ability to communicate orally and in writing in a clear and concise manner</p> <p>Excellent presentation skills including providing persuasive and effective oral and written presentations</p> <p>Excellent organisational and time management skills, with the ability to deliver on high volumes of work, to tight deadlines</p> <p>A working knowledge of MS Office plus strong IT skills including the ability to use IT systems to implement, manage and monitor processes and workloads</p> <p>Flexible, proactive and emotionally intelligent</p>
OTHER REQUIREMENTS	<p>Committed to the Foundation's vision, mission and values</p> <p>Committed to Diversity, Equality and Inclusion and to working with a diverse range of people and communities across Northern Ireland</p> <p>Able to attend events and meetings across Northern Ireland, the UK and Ireland, including occasional evening events and meetings</p>
	<p>DESIRABLE CRITERIA</p> <p>(i) Experience of working with diverse communities and grassroots movements.</p>
QUALIFICATIONS	A degree or third level qualification in a relevant area

6. How to apply

Please send your CV, accompanied with a cover letter which outlines your suitability for the role, and specifically how you meet the eligibility criteria outlined in section 5, to Natalie Duncan at nduncan@communityfoundationni.org

Your cover letter should be no more than 2 pages long, and font size no smaller than font 10.

The closing date for applications is **12 noon on Wednesday 13th August 2025**.

Applications received after the closing date will not be considered.

7. Summary of Main Terms and Conditions

- This is a full-time post of 35 hours per week. Working hours are exclusive of meal breaks.
- The post-holder may be required to be flexible and work unsocial hours, including evenings and weekends, to meet the needs of the post. The post is based in the Foundation's Belfast Office. However, the Foundation is a flexible employer operating a flexible working policy and therefore some flexibility will be available. We are currently operating a hybrid working model and you will be expected to work both from home and the office.
- Holidays are 25 days annually (plus statutory & customary days)– pro rata for part-time posts.
- Staff also get a day off for their birthday each year.
- The post is subject to a probationary period of up to 6 months.
- The post-holder may be eligible for membership of the Foundation's Pension Scheme.
- The post-holder may be entitled to membership of the Foundation's Health Shield Employee Benefits Scheme.
- The post-holder will **not** be entitled to on-site parking.

The Community Foundation for Northern Ireland is an equal opportunities employer. We welcome applications from all suitably qualified people. However,

as men and members of the minoritised communities are currently under-represented in our workforce, we would particularly welcome applications from these sections of the community.

8. Employee Benefits and Wellbeing Benefits

We offer all employees a rewarding career and value all that they can bring to the role to help us deliver our vision and mission. We want to have the best people working at the Community Foundation, staff who are passionate and ambitious about our work and who act with integrity. We care about our staff and treat them well. In addition to attractive and competitive salaries, we offer all employees a range of benefits, including our core employee benefits and more recently, we have added our wellbeing benefits. We hope that our benefits show our staff that we put their wellbeing first, to ensure that they are healthy, happy and motivated at work, have a good work-life balance and can perform at their best.

Core Employee Benefits

- 25 days Annual leave, rising to 30 days after 10 years' service
- 11 Statutory/Public holidays
- 2 Customary days
- Occupational defined contribution pension scheme (salary sacrifice)
- Occupational sick pay scheme
- Enhanced maternity, paternity and adoption leave
- Hybrid working arrangements
- Working from Home Allowance
- Flexible working
- On-line staff training portal
- Financial support and time off for training and development

Health and Wellbeing

- Permanent ill-health Insurance
- Life Insurance
- Health cash plan
- Health checks
- Staff wellbeing training, activities and events
- Cycle to work scheme
- Volunteering Leave

Reward and Recognition

- Birthday leave and birthday gift

- Recognition awards linked to values and behaviours
- Rewards linked to financial wellbeing
- Acts of Kindness Rewards
- Office Wellness Hub, with wellbeing resources

9. Strategy 2023–26

Please find below a link to our Strategic Plan:

[Community-Foundation-Strategy-2023-26-1.pdf \(communityfoundationni.org\)](https://communityfoundationni.org/Community-Foundation-Strategy-2023-26-1.pdf)