

## **Involve: Senior Project Officer - Northern Ireland** **(<https://www.activelink.ie/node/115347>)**



### **We're recruiting for a Senior Project Officer to work in our Northern Ireland team.**

#### **Background Information about our organisation**

Involve is UK's leading public participation charity. We want to build a more vibrant democracy where everyone can have a say in a society that works for all of us.

Since 2003, we have been working with governments, parliaments, civil society, academics and members of the public to create, advocate for and deliver new forms of public participation that re-vitalise democracy, improve decision-making, and enable people to shape the decisions that affect their lives.

We are realistic about the challenges faced by democracy, but optimistic about how to overcome them. We are committed to ensuring our democracies are vibrant and fit for the future by putting people at the heart of decision-making.

We work across the UK and internationally, with offices in Belfast and London. Many of our staff work from home across the UK or in a hybrid pattern, rather than being based at one of our offices, and we meet up regularly as a team.

**Closing Date:** The closing date for applications is 12:00pm noon on Tuesday 20th May 2025.

**Contact Details:** Contact details for applicants: [+44 \(0\) 20 3745 4334 \(tel:+442037454334\)](tel:+442037454334) and [jobs@involve.org.uk](mailto:jobs@involve.org.uk) (<mailto:jobs@involve.org.uk>)

**Salary Scale:** Salary band: £38,975 starting salary

**Hours:** Full time

**Location:** Northern Ireland (location flexible for home working but some time in our Belfast office will be required with occasional travel across the UK).

Involve is leading the way in shaping a 21st-century democracy through innovative, high-quality public participation. We're now looking for a Senior Project Officer to join our Innovation & Practice team and support the delivery of exciting new projects in Northern Ireland.

This role offers the chance to be at the heart of designing and delivering a wide range of participatory and deliberative processes at a really exciting time for us in Northern Ireland — from local community engagements to national Citizens' Assemblies. You'll work with the public, government, civil society, and experts to create meaningful democratic change.

#### **Key responsibilities include:**

- Developing new business opportunities and partnerships
- Designing participatory and deliberative engagement processes
- Managing and delivering projects, including facilitation and reporting
- Monitoring and evaluating project impact

If you're passionate about democratic innovation and want to help shape a better future, we'd love to hear from you.

#### **How to apply**

Apply online on SurveyMonkey via the link below. **The closing date for applications is 12:00pm noon on 20th May 2025.**

[Link to SurveyMonkey Application \(https://www.surveymonkey.com/r/YS3XPTR\)](https://www.surveymonkey.com/r/YS3XPTR)

The online application form will ask you a series of questions:

- How you heard about this job
- Personal details
- Diversity monitoring (this section is optional)

## Application form:

- Please outline why you are interested in this role (max 300 words).
- Please outline your experience relevant to the essential competencies of this role. You will want to refer to the role description and the competencies in the job description. Please note that we are interested in any experience that demonstrates your suitability for the role (e.g. it may be in a work or voluntary capacity) (max 500 words).
- Please outline any experience relevant to the desirable competencies of this role. You will want to refer to the role description and the competencies in the job description. Please note that we are interested in any experience that demonstrates your suitability for the role (e.g. it may be in a work or voluntary capacity) (max 200 words).
- You'll be asked to upload a CV of no more than two sides of A4.
- References.
- Declaration.

If you are unable to complete your application via the online form, please contact us [ajobs@involve.org.uk](mailto:ajobs@involve.org.uk) (<mailto:ajobs@involve.org.uk>)

## Selection process and key dates

Your application will be blind reviewed, to reduce the impact of subconscious bias in the application review process.

Your personal details and diversity monitoring information will not be seen by the assessor. Your CV will only be considered if you score well on the blind review.

References will only be taken up upon appointment.

This post is only open to candidates who have the right to work in the UK.

We're actively building a diverse team and welcome applications from everyone. But simply having a diverse workforce is not enough. We aim to build an inclusive environment, where everyone can contribute their best work and develop to their full potential. We celebrate our differences, and recognise the importance of teams reflecting the communities they work with. We can make reasonable adjustments to our interview process, and to working arrangements, according to your needs. If you are shortlisted for interview we will explain what the interview process will involve in advance and check with you if we need to make any adjustments so that you can interview fairly and comfortably. We will also cover any reasonable expenses to enable you to attend the interview.

**Closing date: 12:00pm noon on Tuesday 20th May 2025. Applications submitted after this date and time will not be considered.**

**Interviews will begin on Tuesday 27th May 2025.**

**Shortlisted candidates can expect to hear by Friday 23rd May if they are being invited to interview.**

**For further details on this post, please visit [Involve's website \(https://www.involve.org.uk/news-opinion/jobs/were-hiring-senior-project-officer-northern-ireland\)](https://www.involve.org.uk/news-opinion/jobs/were-hiring-senior-project-officer-northern-ireland) and please see Job Description attached below**

### Region

Northern Ireland / Flexible

### Date Entered/Updated

30th Apr, 2025

### Expiry Date

20th May, 2025

Attachment	Size
<a href="#"><u>Senior Project Officer (NI) Job Description Apr 2025 Updated (1).pdf</u></a>	358.97 KB

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**Source URL:** [\*https://www.activelink.ie/vacancies/civil-liberties-human-rights/115347-involve-senior-project-officer-northern-ireland\*](https://www.activelink.ie/vacancies/civil-liberties-human-rights/115347-involve-senior-project-officer-northern-ireland)