



Project & Engagement Officer

Job Application Pack

Key Information

Salary: £24,500, with annual 2% increase
Location: Belfast, with flexible working available
Hours: Full-time (35 hours per week)

The role is funded for three years through the Covid Recovery Economic Skills Initiative. The Covid Recovery Programme is funded by the Department for Communities and administered by The Heritage Fund in Northern Ireland. We hope to extend the role beyond the initial funded period.



01. Belfast Buildings Trust

Belfast Buildings Trust is a charity that uses Belfast's unique stories and buildings to regenerate the city and influence its future.

We believe that regeneration is about using and reusing what already exists in ways that are relevant for people of all backgrounds.

Founded in 1996, our vision is a vibrant Belfast that:

- uses what is authentic about its people and places to build connections and deliver opportunities,
- reuses its existing assets in ways that are relevant for people, meaning 21st Century uses that deliver financial and social value and enhance our environment,
- regenerates by involving people, meeting their needs, and using quality design.

02. What We Do

Our mission is to use and reuse Belfast's existing physical and cultural assets. They are the lynchpin for delivering a distinctive and connected city with a skilled local economy, healthy and resilient citizens, and confidence in what makes it special.

Making this happen means people must be involved in shaping their city and places. 'Buildings' is in our name, but our passion is for what people can do to use and reuse buildings and how this activity contributes to a confident Belfast.

Our work mixes reusing buildings, creative engagement, placemaking policy development, and mentoring support to other civic organisations across Northern Ireland. We work across the regeneration, cultural, civic, heritage, and development sectors.

Since 1996, we have worked on over 200 projects across the UK and Ireland. While we're small - you will be our second staff team member - we have a strong track record of excellence. We are proud to be recognised as a leading voice for regeneration in these islands.

Our work is currently focused on three key areas:

1. Carlisle Memorial Church
2. Regeneration & Placemaking Policy
3. Communicating the benefits of heritage regeneration

Our values are driven by our focus on people and place. We believe involving people needs to be intentional. We believe in involving people from all walks of life, especially those who have no reason to feel like an old building has any meaning in their lives. We believe in collaborating with others and working in an open way to focus on making our city a place where people want to be.



03. About the role

Belfast Buildings Trust is growing and changing. 2026 will be our 30th birthday year, and we are developing exciting new plans for our work over the next four years to help strengthen the Trust and be able to do more in its next 30 years.

You will be at the forefront of our next chapter in what we do and, most importantly, how we do it. We are a small team - 6 Trustees and 1 Development Director - so you can really influence what we do and our future, with lots of freedom in your work.

Your work will span heritage regeneration, community engagement, and social enterprise at Carlisle Memorial Church and other potential heritage regeneration projects. Your work will help to evolve a sustainable model to inform our future cross-sectoral business and engagement activity. And while it is funded for three years, we hope you will be able to grow and embed the role into the Trust's future.

We have a long history of engaging people, both on our building projects like Carlisle Memorial and our civic projects like The Belfast Opera. But our small scale means we have lacked the capacity to be consistent. We believe that things need to *happen* - seeing is believing.

We want you to be the person who makes things happen.

Part of that is to better connect people with the opportunity that reusing Belfast's existing assets offers for everyday life in Belfast. You will lead our efforts to reach new audiences by delivering our engagement work and telling our story on social media.

Part of our future growth relies on better use of our existing asset - Carlisle Memorial Church. We have long-term plans for it, which your engagement delivery work will help to realise. In the short-term, you'll also make meanwhile uses happen through a mix of building hires and helping to deliver a programme of income-generating activity.

We want you to be a producer of sorts. We want you to have no fear of doing a bit of painting, negotiating with a supplier to get a good deal, or using a spreadsheet. Most importantly, we want you to not think twice about phoning a community group to get some people or posting something to our Twitter account to let the world know what we're doing.

You will report to the Development Director, working collaboratively with him across all your work but taking responsibility for what you have to do. You can expect to work closely with some specific Trustees on different aspects of the work.



04. Key Responsibilities

- A. Implement and support income generation opportunities at Carlisle Memorial Church focused on hire opportunities as a meanwhile use venue, in collaboration with the Development Director.
- B. Deliver people-focused engagement projects, building on existing engagement proposals and developing new engagement partnerships, in collaboration with the Development Director.
- C. Develop relevant audience development opportunities, including delivery of relevant public communications across social and traditional media, in collaboration with the Development Director.
- D. Support the development of suitable monitoring and evaluation processes for projects at Carlisle Memorial Church, in collaboration with the Development Director.
- E. Shape relevant communications and case study material on project delivery to share with other heritage organisations and relevant networks, including the Heritage Trust Network, Heritage Delivers, in collaboration with the Development Director.
- F. Support the research and development of long-term regeneration proposals alongside the Development Director and associated consultants.
- G. Support the development of appropriate fundraising strategies for both short-term projects and the capital regeneration of Carlisle Memorial Church, in collaboration with the Development Director.
- H. Support tasks and activities as required in the wider delivery of BBT's work.

05. What we're looking for

We are most interested in your passion for thinking creatively and your ability to get things done rather than specific qualifications or work in the heritage or cultural sectors. We want you to be looking for a role that will support your skills development and be someone who doesn't do something because it has always been done a certain way.

That said, there are a few things that we do need you to demonstrate for us.

Essential Criteria

- Proven ability to demonstrate creative thinking and practical delivery skills.
- Demonstrable passion of working with people and organisations to generate audiences.
- A record of self-motivation and strong organisational capabilities.
- Knowledge of and evident passion for heritage regeneration or social enterprise or the cultural sectors and how they bring benefits to people.
- An ability to work collaboratively as part of a small team and/or in partnership with other organisations.
- Strong written and verbal communication skills, including digital media skills.
- Confident user of common IT systems.



Desirable Criteria

- Knowledge of income generation possibilities and potential partnerships.
- Relevant knowledge of engagement practice in the heritage or cultural or creative industries sectors; preferably with experience as a team member, a volunteer, or a participant in a significant engagement project.
- A degree or equivalent qualification in a relevant field.
- Own vehicle and full driving licence.

06. Benefits & other things to consider

Job Title: Project & Engagement Officer

Pay: £24,500, with annual 2% increase

Pension: Workplace pension, with 5% employer contribution

Hours: Full-time (35 hours per week)

Starting: As soon as possible

Location: Flexible. The Trust's offices are on the Ormeau Road in Belfast, and we are happy for you to work from here as much or as little as suits you. Given the focus on Carlisle Memorial, we expect that you will be on-site there a fair bit. We expect team meetings to be a mixture of in-person at the Trust office or Carlisle Memorial and virtual, depending on the circumstances of the time.

Reporting to: Development Director

Holiday: You will get 25 days of annual leave, in addition to Bank Holidays. The Trust offices close for one week during July and the period between Christmas and New Year; these will be in addition to your 25 days annual leave entitlement.

We believe that our people should come from anywhere and everywhere. *We welcome applications from everyone.* We want the Trust to be an inclusive, collaborative environment, where everyone can contribute and develop to their full potential. We 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. And we offer a wholly flexible working environment; you can adjust your hours to suit your personal circumstances.



07. Application Process

We're keeping things simple for you while asking to see some of your creativity and written communication skills.

Send us your CV with an additional cover letter of no more than 2-pages. You don't need to tell us in your cover letter how much you want the job - we know you won't be applying unless you really want it. Instead, we want you to tell us a little about how you will begin to approach the three key requirements of the role:

- Developing income generation opportunities for Carlisle Memorial as meanwhile use venue,
- Delivering people-focused engagement projects,
- Building relevant audience development opportunities, including public communications across social and traditional media.

Send everything in an email to Shane Quinn at info@belfastbuildingstrust.org with the subject line 'Project & Engagement Officer Application', **by 5pm on Friday 23rd September.**

Interviews will be held on Wednesday 19th October.

If you have any questions about the role, you are welcome to contact Shane Quinn at the same email address as above.