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**MYMY DEVELOPMENT OFFICER (ENTRY LEVEL)**

This post is funded until 30th September 2025 by the Department of Communities for Northern Ireland under the Covid Recovery Programme Employment & Skills Initiative in association with the Rank Foundation.

This is an Entry Level post, designed for applicants who are just qualified, returning to work, or who wish to enter the community and voluntary sector for the first time.

**About the Role:**

We are looking for person with a passion for either community development and engagement **or** communications and marketing who is looking to use their skills and experience to make an impact in the local community.

**Community Development and Engagement Role:**

*You will be responsible for linking with local groups and providers to identify mental health needs, raise awareness of appropriate support services and deliver programmes to help improve mental health and wellbeing.*

**Communications and Marketing Role:**

*You will be responsible for creating communications content across several mediums which will effectively tell our story and show the impact of our work . You*

**Job Title: DEVELOPMENT WORKER**

Duration of contract: Funding ends 30th September 2025

Hours: 15 or 20 Hours per week

Salary: £20,500 pro-rata based on a 35-hour post

Reporting to: the Chief Executive

Place of Work: MYMY bases in Newcastle and Castlewellan

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**Job Description**

**Community Development and Engagement Role:**

* Meet with community groups, schools and sports clubs to develop an understanding of the mental health needs of the local community
* Work with voluntary sector agencies to identify gaps in mental health provision and develop programmes to meet the identified need.
* Represent MYMY at Voluntary Sector Events such as Inter Agency Meetings etc.
* Signpost individuals and groups to existing support where available
* Attend relevant Mental Health Training including Safetalk, Assist and Mental Health First Aid Training.
* Deliver Mental Health Workshops such as Resilience and Five Steps to Well Being.
* Liaise with Community Groups and Facilitators to plan and arrange Yoga and Mindfulness programmes.
* Help evaluate programs by gathering data to produce reports
* Maintain accurate and confidential records in line with our GDPR policy

**Communications and Marketing Role:**

* Develop effective and engaging communication material, including press releases, social media content, videos and animation.
* Ensure good quality digital content is planned and delivered across Facebook, Instagram and TikTok.
* Regularly update our Website.
* Regularly review MYMY’s media presence to monitor impact
* Maintain a media archive including photos and videos
* Ensure that all communication materials align with brand standards
* Source appropriate publicity materials to raise awareness of MYMY.

**Both Roles:**

* Organise Events for key Mental Health Campaigns, such as, World Mental Health Day, World Suicide Prevention Day, Men’s Health Week etc.
* Represent MYMY at Community Events such as Health Fayres, Tractor Runs etc.
* Organise and provide support at events which promote the MYMY brand with donors, funders and partners.
* Engage with the Staff and Volunteer Team to organise suitable training and well being events
* Work from and provide cover in the Charity Shop during holiday periods or as required.

**Person Specification:**

**Essential Criteria – Community Development and Engagement Role:**

1. A relevant Third level / Level 5 qualification in community or health development, or another related subject.
2. Experience of working in or volunteering with local communities
3. An understanding of mental health issues in NI and in rural communities
4. Excellent written and verbal communication skills, including presentation skills
5. Excellent IT skills and data management
6. Ability to work in team setting but with the ability to work autonomously
7. This role will involve travel across the local community. Applicants should demonstrate how they can meet this criteria through provision of a full, clean driving licence and access to a car insured for business purposes, or another mode of transport to allow them to fulfil the travel requirements of the role.

**Essential Criteria - Communications and Marketing Role:**

1. A relevant Third level / Level 5 qualification in communications, marketing or another related subject.
2. Experience in digital communications including animation, graphics, filming and video editing
3. Experience of creating content for social media channels including Facebook, Instagram and Tik ToK
4. Excellent written and verbal communication skills, including presentation skills
5. Excellent IT skills and data management
6. Ability to work in team setting but with the ability to work autonomously
7. This role will involve travel across the local community. Applicants should demonstrate how they can meet this criteria through provision of a full, clean driving licence and access to a car insured for business purposes, or another mode of transport to allow them to fulfil the travel requirements of the role.

**GENERAL CONDITIONS OF SERVICE**

This post is for 15- 20 hours per week, excluding lunch breaks and the precise working arrangements will be agreed with the Chief Executive at the time of appointment.

One month’s notice must be given by either party for termination of employment;

A probationary period of 6 months is required;

You must complete Mental Health First Aid and ASIST qualification within 6 months of taking up the post.

The Rank Foundation will also require you to attend training events and action learning sets.

This post requires an Enhanced Access N.I. to be carried out.

The post holder will be required to be flexible and work evenings and weekends as required. There is a Time Off In Lieu (TOIL) system for additional hours worked.

Annual leave entitlement will be 28 days plus normal public holidays, pro-rata-based number of days / hours worked;