

# Job Description



## Development Officer

**Responsible to:** Head of Services – Northern Ireland

### Description of Role

In collaboration with the Head of Services increase awareness of multi-sensory loss and complex communication issues and promote the work of Sense across statutory, voluntary, community and private sector organisations.

#### **They will do this by:**

- Raising the profile of the organization and the work that we do
- Identifying opportunities for service development and working in partnership with colleagues develop new services in response to identified need and available funding.
- Promoting referrals to existing and potential Sense services in Northern Ireland.
- Carrying out initial visits to determine if and how Sense can best support individuals.
- Providing advice, support and information to individuals with sensory loss and/or complex needs; their families and carers in respect of Sense support and service provision.

### Specific Responsibilities

1. Develop an understanding of Sense's work with individuals and agencies who are likely to come into contact with our client group. This includes social work teams, medical professionals, voluntary sector agencies, community groups and private sector residential and nursing homes.
2. Research and maintain a good working knowledge of the sector and potential opportunities for development.

3. Represent Sense at events and groups, highlighting issues of importance, relevance and interest and bring back learning and information to inform and shape our response and practice.
4. Organise events to highlight the work of Sense and issues relating to our work.
5. Develop and deliver presentations and resource materials to support the information programme.
6. Contribute to the development and implementation of initiatives and activities that respond to the needs of our client group.
7. Work with professionals and agencies to support identification of individuals who could access Sense services.
8. Support individuals to access support services including funding streams.
9. Carry out initial visits and complete associated documentation including reports.
10. Signpost to other agencies where appropriate.
11. Liaise with Sense colleagues in national teams to raise the profile of our work in Northern Ireland to inform and influence national strategies and initiatives to ensure they reflect regulatory, funding and funder requirement differences.
12. Maintain accurate records and provide reports as required.
13. Represent Sense at groups and meetings across Northern Ireland with occasional travel to GB.

# Person Specification

## Development Officer

The essential criteria are those things which you must have in order to do the job. Desirable criteria are those qualities that would be either useful, or an advantage to have and/or are things that you could be trained to do.

### Education and Training

Essential Criteria	Desirable Criteria
Proven ability to quickly develop an understanding of a diverse subject area and communicate knowledgeably about it	Educated to degree level

### Achievements, Experience, Skills & Abilities

Essential Criteria	Desirable Criteria
Track record in developing and confidently delivering presentations to a range of audiences	Event management experience
Experience of successful service development	Knowledge of sensory impairment
Experience in delivering successful outcomes via multi-agency working	Experience of developing promotional and marketing material
Demonstrable fit with the ethos and values of Sense; with particular emphasis on a positive and empowering attitude	Experience of successfully influencing key decision makers
Enthusiasm for learning about Sense, sensory impairment and our client group	
Strong written and verbal communication skills	
Excellent organisational and administrative skills with the ability to prioritise workload to meet deadlines	

