



DRESS FOR SUCCESS[®]

FOYLE - NORTHERN IRELAND

Programme Manager

Ref: PMDFS/1/19

Location: Foyle Women's Aid: Foyle Trust area, Strabane, Limavady and Belfast City

Salary: £33,106

Hours: 35 hours per week

Duration: 3-year fixed-term contract (subject to funding)

Dress for Success is an international not-for-profit organisation that empowers women to achieve economic independence by providing a network of support, professional attire, and the development tools to help women thrive in work and in life. Since starting operations in 1997 in New York, Dress for Success has expanded to over 160 cities and 30 countries. To date, Dress for Success has helped more than one million women work toward self-sufficiency.

Dress for Success Foyle Northern Ireland opened its doors in Derry/Londonderry in January 2018, with the launch of the Dress for Success Boutique and Careers Centre, sponsored by M&S.

The post holder will work with the local Dress for Success Board and the Dress for Success Worldwide team in terms of reporting and development requirements. The duties will include liaising with established and new referral agencies; the recruitment of volunteers; the coordination and, on occasions, delivery of the training programmes to clients in the Careers Centre. Responsible for the cultivation, activation and stewardship of individual donors, corporate sponsors and foundations and leading the planning, evaluation, and execution of overall key fundraising and events. Engagement with the local Community is essential and building strong relationships, promoting Dress for Success at all times.

The post holder should possess a passion for the Dress for Success mission, and have an interest in learning about the barriers that women face to joining and thriving in the workplace, and the provision of the support required to empower women to build their confidence and self-esteem to work towards self-sufficiency.

Essential Criteria

You must: -

- Possess a third-level degree in a related relevant discipline
- Experience in working in a non-profit organisation
- At least 2 years' Project Management experience, excellent coordination skills and a proven track record of achieving goals

- Experience in the writing of successful funding applications
- Strong social media marketing skills and experience working with Facebook, Twitter, Instagram and YouTube
- Experience in the use of Microsoft Office and report writing
- Excellent verbal and written communication skills.
- Strong interpersonal skills and a proven track record of working with stakeholders
- Use of initiative and results-driven, with high attention to detail and ability to meet deadlines
- A team player, adaptable to change

Desirable Criteria

- At least 3 years' Project Management experience, excellent coordination skills and a proven track record of achieving goals
- Retail experience
- Experience in event planning

A full driving licence and use of a car for business purposes is also essential. You will be subject to an Enhanced Access NI Check and will be required to work unsocial hours, including evening and weekend work on occasion.

Please note: candidates will initially be shortlisted on essential criteria (full list available in the job specification). However, if there is a high volume of applicants, we will then proceed to desirable criteria, which may be added to.

If you have the appropriate skills and experience and are enthusiastic to join the Dress for Success Team, Application Forms and further information may be obtained from our website: www.foylewomensaid.org

Please email completed applications to foyle@dressforsuccess.org or post to Foyle Women's Aid, Pathways, 24 Pump Street, Derry-Londonderry, BT48 6JG.

The closing date for applications is Friday 15th February 2019 at 4pm. Applications made after this time will not be accepted. CVs are not accepted.

Women's Aid is a registered charity, supporting Equal Opportunities Policies.