Fermanagh & Omagh District Council
Comhairle Ceantair Fhear Manach agus na hÓmaí

Fermanagh & Omagh Local Economic Partnership

Job Description

Job Ref:	26/RP/20
Job Title:	Diaspora Project Coordinator
Reports to:	Economic and Regeneration Manager
Responsible to:	Head of Economic Development and Regeneration
Location:	Enniskillen or Omagh, however the successful candidate will be expected to travel to other locations within the Council to meet the requirements of the post.
Hours of work:	The normal working week will be 37 hours, Monday to Friday, but work outside these hours may be required on occasions, including evening and weekend work.
Duration:	Temporary up to 31 March 2028 (The post may be extended subject to funding)
Salary:	PO1; SCP 29-32; £41,177 - £44,253 per annum

Main Purpose of the Job

Fermanagh and Omagh District Council is seeking to appoint an experienced and suitably qualified Project Coordinator to lead the development of a Diaspora Strategy and associated Action Plan for the Council area.

The job will involve undertaking research, consultation, stakeholder engagement and the building of connections to develop a strategic framework that will identify how the district can better engage with its global diaspora, international networks, businesses, investors, entrepreneurs, professionals and other stakeholders to support economic growth and increased prosperity in the Council area. The postholder will be responsible for the management of relationships and programmes to support connecting diaspora communities with relevant agencies/bodies/people in the Fermanagh and Omagh Council area.

The Diaspora project is funded by the Department for the Economy (DfE) under the Regional Balance Fund and will support the delivery of the priorities included in the Fermanagh and Omagh Local Economic Partnership (LEP) Action Plan.

The postholder should ensure that all actions are carried out in a timely and effective manner and that general confidentiality is maintained in all areas relating to the work of the Local Economic Partnership and the Council.

Main Duties and Responsibilities

- Coordinate the completion of the research and the development of a comprehensive **Diaspora Strategy** for the Fermanagh and Omagh District. This will include the mapping out of existing relevant diaspora organisations, business networks, professional networks, cultural organisations and any other international relationships that exists with bodies in other countries.

- Develop with others a detailed and costed Action Plan arising from the Strategy with a clear strategic vision, objectives and priority themes aligned with Fermanagh & Omagh Local Economic Partnership Action Plan and any other relevant Council strategies.

- Identify priority international markets, locations, sectors and networks for engagement and develop a structured approach to international network development

- Support the service area in the development and delivery of an Investment Proposition for the district.

- Establish and maintain effective relationships with a broad range of stakeholders including Fermanagh & Omagh LEP, Fermanagh and Omagh District Council, Invest NI, Department for Economy, diaspora organisations, relevant organisations in Great Britain, the Republic of Ireland and internationally.

- Consult with local businesses, entrepreneurs, cultural organisations, community organisations, young people, education providers, tourism organisations and other relevant stakeholders to inform and develop the Diaspora Project.

- Facilitate workshops, roundtables, consultations and networking events to build consensus and identify opportunities.

- Develop and maintain an evidence base to inform strategic decision-making. Prepare reports, briefing papers, business cases and recommendations using data and stakeholder intelligence to inform priorities and resource allocation. Present findings to the Local Economic Partnership and Elected Members, attending and presenting at partnership meetings and working groups as required.

- Develop and facilitate the delivery of a pipeline of projects arising from the Strategy and LEP Action Plan; this may include, for example, the development of diaspora business networks, international investment and investor engagements; trade and export programmes; tourism and ancestral connections; international cultural and community programmes; and digital diaspora engagement. For each project, the

postholder will establish appropriate aims and objectives, funding requirements business cases, budgets, delivery partners, milestones and the relevant performance indicators for the project.

- Work with the Council's Communications team and relevant partners to develop a communications plan for the Strategy, creating compelling content and case studies which may include:

    - Promoting economic opportunities in Fermanagh and Omagh internationally.
    - Developing digital channels and communications networks.
    - Supporting diaspora newsletters and targeted communications.
    - Promoting investment, business, employment, tourism and lifestyle opportunities.
    - Capturing and communicating success stories.
    - Ensuring that international communications reinforce the wider Fermanagh and Omagh place proposition.

- Coordinate and support appropriate events to launch and promote Fermanagh & Omagh Diaspora Strategy, including: international business networking events or conferences; diaspora events; investor engagement events.

- The postholder may be required to represent the Council and/or Local Economic Partnership at domestic and international events.

- The postholder will work closely with the LEP Delivery Team to coordinate regular updates for the Partnership members and DfE as required.

- To liaise with the Local Economic Partnership (LEP), Mid South West (Regional Deal), Invest NI, Department for the Economy and other relevant delivery bodies on economic and business development initiatives that support the districts economic/business community through the advancement of capital and revenue initiatives.

- Oversee the timely processing of information for funder claims and performance monitoring returns at required submission and reporting times. Establish effective financial reporting to ensure full compliance with all financial and audit requirements, including the Government Departments, Council and the Local Government Auditor.

- Establish Outcomes Based Accountability and Report Cards for Fermanagh & Omagh Diaspora Project to ensure effective monitoring and reporting of performance aligned with Funders Strategic priorities.

- Ensure full compliance with Health, Safety and Equality requirements and legislation and Council and Directorate policies and procedures.

- Prepare responses to consultation documents and requests aligned to Diaspora Project activity (internal and external) to ensure that the Council's prioritises are clearly communicated to agencies and stakeholders.

General:

- To comply with all the Council's policies and procedures including the Employee Code of Conduct and the Employee and Councillor Working Relationship Protocol.

- To promote the Council's equal opportunities policies and avoid all forms of discrimination as an employer and a service provider.

- To implement all Financial and Procurement policies and procedures.

- To comply with employee responsibility in relation to all records held, created or used as part of the Council's business. All records, paper or electronic, are public records and accessible by the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004 and the Data Protection Act 1998.

- To undertake the duties of the post at all times in a manner that enhances and promotes the positive image of Fermanagh and Omagh District Council.

- The postholder will be expected to be flexible and adaptable to meet the changing needs and requirements of the organisation. The above list should not be seen as an exhaustive list of duties, and the postholder will be expected to undertake other relevant duties, as required.

Person Specification

Essential Criteria	**Method of Assessment:**
A degree or equivalent qualification **AND** one year **relevant experience **OR** Three years' **relevant experience. ***Relevant experience must include evidence of:* a) Research and Development of Strategies/ Action Plans to deliver high-quality outcomes to meet targets and deadlines b) The ability to plan, facilitate, deliver events to a variety of target audiences and the monitoring and evaluation of events to improve performance and the use of resources c) The ability to identify and build relationships with key stakeholders – internally and externally – to work collaboratively to deliver high-quality outputs/projects. d) Demonstration of building networks and working with a wide range of stakeholders to deliver projects e) Excellent communication skills and experience of developing communication initiatives aimed at marketing and promoting the Council area to different audiences.	Application Form and Interview
A current knowledge of the economic and tourism priorities for the Fermanagh and Omagh District area.	Application Form and Interview
Competence in the use of IT systems, including Microsoft Office packages	Application Form and Interview
A current driving licence and access to a form of transport to carry out duties of the post	Application Form
Desirable Criteria:	**Method of Assessment:**
Experience of working with and within the Business Community including diaspora activity	Application Form and Interview
Experience of developing and submitting funding applications.	Application Form and Interview
The criteria may be enhanced to facilitate shortlisting	

Behavioural Competencies

The Council's Competency Framework sets out the behaviours that have been identified for effective performance in this role and these are correlated to the Council's Values framework. Competencies will be assessed and monitored throughout the selection process. A definition has been provided including examples of positive indicators and more information on the competency framework can be found at: [Competency-Framework-for-Local-Government.pdf]

Our Values

Good governance flows from shared values and culture. Our values underpin everything we do and describe how we will deliver this Corporate Plan. These values reflect the personal stake that all of us have in delivering our Council's priorities. At the core of what we do as a Council is a commitment to improve the lives and wellbeing of our community. The strategic priorities adopted are focused on achieving this for the people of Fermanagh and Omagh.



Leadership — Effectively representing the needs of our district and all its people; building strong leadership at all levels of the organisation and using evidence to determine priorities and focus on what matters most.



Integrity — Acting with honesty and impartiality, treating all in an equitable and respectful manner.



Accountability — Acting in an open and transparent manner, providing clear and accessible information on decisions and performance.



Innovation — Achieving excellence through identifying new ways of working to continuously improve services and deliver on our priorities.



Sustainability — Taking decisions which are in the long-term interests of our district and its people, supporting vibrant urban and rural communities and always mindful of our resources.



Engagement and Involvement — Listening to, understanding and putting the evidence-based needs of our people, across our urban and rural communities at the heart of what we do to create solutions together.

Behavioural Competencies	Level: Operational
Leadership	
How we Provide Leadership and Direction – Managing Performance Sets clear, aligned, high standard performance goals and objectives for self, others and the organisation.	
Engagement and Involvement	
How we Manage Ourselves - Communicating with Impact Presents a positive image by communicating effectively, being resilient and treating people fairly	
Sustainability	
How we Work with Others - Meeting Customer Needs Establishes the needs of customers and strives to ensure that these are met.	
Innovation	
How we move forward – Problem Solving and Decision Making Gathers information from a range of sources. Analyses information to identify problems and issues. Makes effective decisions and recommendations based on resolution agreement within an environment of trust, mutual respect and cooperation.	

Please note the above competencies will be assessed at interview stage. Applicants must clearly provide evidence on the Application Form that they meet the essential and desirable criteria outlined above.

Hours of Work:

37 hours per week, Monday to Friday. Additional hours may be required on occasions, dependant on the needs of the service.

Salary:

PO1; SCP 29-32; £41,177 - £44,253 per annum. The postholder will be paid monthly into their bank/building society account.

Employment of People with Convictions:

The Councils policy on Employment of People with Convictions; and A Code of Practice is available to all applicants to download under "related documents".

A criminal record will not necessarily be a bar to obtaining a position.

Fermanagh and Omagh District Council complies fully with AccessNI's Code of Practice regarding the correct handling, use, storage retention and disposal of Disclosure Applications and Disclosure information. We also comply fully with our obligations under the General Data Protection Regulation (GDPR) and other relevant legislation pertaining to the safe handling, storage, retention and disposal of Disclosure information. Access NI Code of Practice can be obtained from www.accessni.gov.uk. Once the retention period has elapsed, the HR service will ensure that any disclosure information is immediately destroyed by secure means. AccessNI have published a Privacy Notice on the Department of Justice website which can be found at https://www.justice-ni.gov.uk/publications/ani-privacy

General:

The appointment is subject to:-

a) Satisfactory references from two referees (one of which should be from the present or previous employer).
b) The terms and conditions of employment of Fermanagh and Omagh District Council.
c) A satisfactory standard of attendance, conduct and performance in carrying out the duties of the post.
d) The terms of the Northern Ireland Local Government Pension Scheme.
e) The production of evidence of educational and/or professional qualifications as listed on the Application Form.
f) The satisfactory completion of a probationary period of six months with an interim period of three months.
g) A medical report by the Council's Medical Examiner which confirms fitness for employment in the position.
h) Councils receipt of a satisfactory Basic Access NI Disclosure Certificate, if required.

Applying Online and Recruitment Correspondence:

Fermanagh and Omagh Council encourages applicants to apply on–line via https://fermanaghomagh.getgotjobs.co.uk/home.

This is an online portal system and is known as ‘GetGot’. This system requires applicants to have access to an email account for correspondence in respect of the progress of the recruitment process i.e. Invite to Interview etc. Applicants who apply online are reminded to regularly check their email during the recruitment process including the ‘junk’ folder in case our correspondence is automatically re-directed there.

Applicants should be aware that we are unable to amend any arranged recruitment process in the event of correspondence being sent to ‘junk’ mailbox or unread emails.

If your personal details change during the recruitment process, please ensure you email the hr@fermanaghomagh.com of the amendment(s) as this could impact on your application should you be progressed to the later stages of the selection process.

For informal enquiries or more information on the role, please contact maire.grogan@fermanaghomagh.com.

Application forms must be returned not later than **12 noon on Monday 23 November 2026.**